I. Summary of Policy

The first condition for appointment is successful completion of the credentialing and employment processes. House Staff Officers must be able to furnish all required credential documents and be legally employable. All House Staff Officers are required to undergo and pass a drug toxicology screening, pre-employment background check, and fingerprint investigation prior to beginning work.

II. Definitions (if applicable)

A. GME – Office of Graduate Medical Education
B. CIR – Committee of Interns and Residents
C. LOA – Leave of Absence
D. NYULMC – New York University Langone Medical Center (including New York University School of Medicine, Tisch Hospital, Rusk Institute and Hospital for Joint Disease)
E. House Staff Officer – In this document, all references to House Staff Officers include trainees in specialty and subspecialty programs, whether or not ACGME-accredited.

III. Policy

A. Financial Support - The educational stipend for 2013-2014, based upon the level of postgraduate training, and subject to all applicable withholdings, is shown in the table below.
   a. In addition, if a House Staff Officer has completed or trained in a non-ACGME training program, they will be placed at the Payroll level that equals the years completed in an ACGME accredited training program plus one. Please note: This
will include non-ACGME Research Programs and Extra Year Chiefs in Medicine and Pediatrics.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>NYU BASE RATE (effective 1/1/11)</th>
<th>Bellevue Salary (effective 10/26/09, including meal stipend)</th>
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<tr>
<td>PGY 1</td>
<td>$59,488</td>
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<td>PGY 8</td>
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<tr>
<td>Chief Resident Differential</td>
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<td>$3,981</td>
</tr>
</tbody>
</table>

** Effective July 1, 2011

B. Licensure - NYULMC policy on licensure is more restrictive than that of New York State. A full description of the Licensure Policy can be viewed on the GME website, under the “Policies and Procedures” section.

a. For House Staff Officers in ACGME-accredited programs:

i. A valid NYS Medical License (or limited permit if not eligible for license) may be required by individual program.

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1 gme.med.nyu.edu
ii. For all House Staff Officers entering NYU-sponsored, ACGME-approved post-graduate training programs, licensure is not required by New York State Law, because House Staff Officers fall under the “resident” exception of New York State Education Law 6526(1).

iii. A valid NYS Medical License is required for Moonlighting (refer to Moonlighting policy).

iv. This is a lengthy process and House Staff Officers are encouraged to submit their application early.

b. For House Staff Officers in Non-ACGME Accredited Programs

i. House Staff Officers in a non-ACGME accredited program MUST have a valid New York State License or a limited permit. House Staff Officers may not begin training without a license (or limited permit) and are required to maintain licensure for the entire training period.

ii. House Staff Officers may obtain a limited permit in lieu of a license if:

1. He/she does not meet citizenship requirements.

2. He/she is an American citizen who graduated from a foreign medical school but does not have three years of post-graduate training. The limited permit will be acceptable until the trainee becomes eligible for a license and the license application can be processed.

C. USMLE Step 3 - All House Staff Officers must take USMLE Step 3 (or COMLEX-USA for DO’s) prior to beginning their final year of residency, and must provide acceptable documentation of such. This will include applicant House Staff Officers that are entering their final year in a NYU sponsored Residency Training program. Foreign National Graduates are required to take and pass USMLE Step 3 to be eligible for an H1B Visa. A
full description of the Licensure Policy can be viewed on the GME website,\(^2\) under the “Policies and Procedures” section.

D. Payroll/Union - There are two separate major payroll systems: NYULMC (Tisch, VA and Hospital for Joint Diseases) and Bellevue Hospital Center. House Staff Officers are initially placed on one of the two payrolls as determined by their program and, for the sake of parity, will rotate between the Bellevue and NYULMC payrolls throughout their training period. The payroll changes occur no more frequently than at yearly intervals. When a House Staff Officer rotates between hospital payrolls, their benefits change with the rotation, but coverage is always continuous. House Staff Officer health benefits are fully covered at all times during the payroll switch. While on Bellevue payroll, House Staff Officers are required to join the union, Committee of Interns and Residents (CIR). If you have any concerns regarding benefits coverage or any related pay issues, please feel free to discuss them during your interview or at anytime. For further information you may also contact the NYU Office of Graduate Medical Education at 212-263-5506.

E. Vacation – House Staff Officers are entitled to four weeks paid vacation per annum. Such vacation shall be taken at a time in agreement with the provisions of the vacation policy of the Residency Training Program and the annual rotation schedule. Vacation time is not accrual and will not be paid out if not taken during a given academic year.

F. Leave – House Staff Officers are entitled to medical, family, personal, and educational leaves. A full description of the Time-Off and Leave of Absence Policy can be viewed on the GME website,\(^3\) under the “Policies and Procedures” section. Credit toward completion of the Residency Training Program requirements, with respect to leave time, shall be determined by the program’s individual policy on the effect of taking a LOA on completion of the program.

G. Professional Liability Insurance - The House Staff Officer shall be provided with professional liability insurance coverage for the duration of training. Such coverage shall provide legal defense and protection against awards from claims reported or filed after the
H. Medical and Disability Insurance - Medical and disability insurance benefits will be made available to the House Staff Officers in accordance with the medical and disability insurance employee benefits of NYULMC or Bellevue Hospital Center depending on which institution has the House Staff Officers on its payroll at the time. The medical and disability insurance benefits are described in the new employee orientation materials of each hospital.


J. Housing Information – Applications and updated housing information will be provided in the packets mailed after the Match, to each new resident and clinical fellow. Applications and information can be downloaded from [http://redaf.med.nyu.edu/housing](http://redaf.med.nyu.edu/housing). Housing priority is given to PGY-1 and PGY-2 House Staff Officers relocating from out-of-town. However, after a random lottery, most House Staff Officers will not receive a housing offer through NYU due to limited availability. New residents not offered housing may re-apply and go on a waiting list.

All NYULMC students and staff may access the off-campus housing website [http://redaf.med.nyu.edu/och](http://redaf.med.nyu.edu/och). That site includes relocation information, including a link to CitiHabitats, a real estate agency which discounts its commissions for NYU affiliates. If current House Staff Officers log in with the Kerberos I.D. and password, they can access information on a lease guaranty program.

K. Meals and Laundry – Both Bellevue and NYULMC include an annual meal allowance of $2,900, included in the annual salaries stated above. Lab coats and scrubs are supplied and laundered by the hospitals for House Staff Officers.
Copy of Contract - A sample copy of the House Staff Training Program Contract and the House Staff Manual are available for review on the GME website.\footnote{gme.med.nyu.edu}

L. Book and Conference Stipend Reimbursement – The Book and Conference stipends were instituted to help offset expenses incurred during the trainees Academic Year by House Staff in relation to purchase of medical equipment or Conference presentation/attendance. The Book and Conference Policy can be found at: http://gme.med.nyu.edu/policies-procedures/policies.

M. Infection Control Requirement - Those required to complete an infection control training course are:

   a. All House Staff Officers who are PGY-4 and higher

   b. House Staff Officers who train at affiliated institutions which require infection control training.

N. Background Information - Several conditions must be met before a House Staff Officer can begin training:

   a. Toxicology screening: This is done no more than five weeks before the start date

   b. Background investigation: You must supply your social security number, driver’s license (when applicable), and previous addresses for the past seven years.

   c. New York State’s Child Abuse Registry (SCR): House Staff Officers who will have contact with the pediatric population must successfully clear this investigation. House Staff Officers in the following programs must complete the SCR during the hiring process:

      i. Child & Adolescent Psychiatry

      ii. Psychiatry
iii. Psychiatry – Addiction
iv. Psychiatry – Forensic
v. Psychiatry – Forensic (non-ACGME)
vi. Psychiatry – Geriatric Psychiatry
vii. Psychiatry – Psychiatry/Neurology
viii. Psychiatry – Psychosomatic Medicine
ix. Psychiatry – Public Psychiatry
x. Psychiatry – Reproductive Psychiatry – Women’s Mental Health

d. Fingerprinting: All House Staff Officers who rotate through the VA Hospital will be fingerprinted. House Staff Officers on the Bellevue Hospital payroll must be fingerprinted and a second background check is conducted by the New York City Health and Hospitals Corporation. The associated fee (currently $94.25) for fingerprinting at Bellevue Hospital will be taken out of the House Staff Officer’s first paycheck.

O. Residency Closure/Reduction. The Director will inform the House Staff Officer of any adverse accreditation actions taken by the ACGME against the House Staff Officer’s training program or of any decisions by NYU to reduce the size of or to close the training program within a reasonable period after such action is taken. In the event of a training program reduction or closure, NYU either will allow the House Staff Officer to complete his/her training at NYU or will assist the House Staff Officer in enrolling in an ACGME accredited program that will allow the House Staff Officer to continue his/her training.