

<b>Policy Name:</b>	Promotion, Appointment Renewal and Dismissal		
<b>Section #:</b>	01-005	<b>Section Title:</b>	Promotion, Appointment Renewal and Dismissal
<b>Approval Authority:</b>	GMEC	<b>GMEC Approved:</b>	06/14/2019
<b>Responsible Executive:</b>	DIO	<b>Revised:</b>	08/20/2021, 08/26/2024
<b>Responsible Office:</b>	Office of Clinical and Health Affairs, Rutgers Health	<b>Contact:</b>	Institutional Coordinator

**1. Reason for Policy**

To establish compliance that meets Rutgers, state, federal, and accreditation regulations.

**2. Applicable ACGME Institutional Requirements**

IV.D.

**3. Resources**

- i. Accreditation Council for Graduate Medical Education Institutional Requirements
- ii. Accreditation Council for Graduate Medical Education Common Program Requirements
- iii. Committee of Interns and Residents (CIR) Collective Bargaining Agreement
- iv. Rutgers University Policies
- v. New Jersey Board of Medical Examiners
- vi. American Board of Medical Specialties

**4. Scope**

The scope of this policy applies to all residents and fellows participating in accredited Rutgers Health post-graduate training programs (i.e., residencies or fellowships), accredited by the Accreditation Council for Graduate Medical Education (ACGME), who hold a Resident or Fellow appointment. Residents and Fellows are hereafter referred to as “Residents”. The Rutgers Health policy described here applies to all residents of Rutgers Health. Further details related to this policy, as applicable to the existing legacy residents bound by and limited by the policies and procedures originating from the programs in which they were originally contracted, may be found, and defined by the following Rutgers Health training program policies associated with

- New Jersey Medical School Graduate Medical Education & CIR MOU
- Robert Wood Johnson Medical School Graduate Medical Education & CIR MOU
- Community Medical Center Graduate Medical Education
- Cooperman Barnabas Medical Center Graduate Medical Education
- Jersey City Medical Center Graduate Medical Education & CIR MOU
- Newark Beth Israel Graduate Medical Education
- Monmouth Medical Center Graduate Medical Education
- Robert Wood Johnson University Hospital -Somerset
- Trinitas Regional Medical Center Graduate Medical Education

## 5. The Policy

- I. Criteria for promotion and/or renewal of a resident's/fellow's appointment
  - a. Criteria for promotion in each GME program shall be specified and based on the core competencies as defined by the ACGME, maintained current, documented, and communicated to residents/fellows at the beginning of each academic year. Programs are also to provide residents/fellows with criteria needed to receive credit for the year from the relevant board or certifying body.
  - b. For the purpose of placement in the program, the Program Director, and the DIO or designee determine postgraduate levels on the basis of previous training and evaluation.
  - c. In addition to fulfilling the requirement of satisfactory academic progress, residents/fellows must satisfy the following requirements regarding registrations, permits, and licenses.
    - i. For promotion to PGY-2 or higher, the resident/fellow must obtain and maintain a permit issued by the New Jersey State Board of Medical Examiners as defined in its statutes N.J.S.A. 13:35-1.5. A resident/fellow who does not obtain or make application for such a permit shall automatically be dismissed at the conclusion of PGY-1. A resident/fellow who fails to maintain such permit shall be dismissed upon loss of the permit. A New Jersey state medical license shall satisfy this requirement.
    - ii. A resident who has completed at least one year of accredited training in the United States must apply for a permit even if they are assigned to the PGY-1 level in their current program
  - d. For promotion to PGY-3, the resident must have passed USMLE Step 3 or COMLEX Level III; a resident who has not passed USMLE Step 3 or COMLEX Level III shall automatically be dismissed at the conclusion of PGY-2.
    - i. A resident may request a waiver from this requirement. Requests shall be submitted to the Program Director for initial review and then to the Chief Academic Officer or Associate Dean, who will present the request to the DIO. The DIO will bring the request to GMEC for a vote.
  - e. For promotion to any postgraduate year after a resident/fellow has used up the 5-year limit for registration/permit eligibility or before the start of the PGY-6 year as specified in NJSA 45:9-21d, the resident/fellow must have obtained a New Jersey license; a resident/fellow whose eligibility for a permit has expired and who has not obtained a New Jersey license shall automatically be dismissed at the conclusion of the last academic year of eligibility for a permit.
  - f. The decision to promote a resident/fellow will be conveyed to the resident/fellow by the Program Director after the documented semiannual evaluation of performance, in conjunction with the program's Clinical Competency Committee, in accordance with the program's promotion policy.
  - g. The decision to promote becomes effective upon satisfactory completion of the current year of training and requires the resident/fellow to continue to maintain academic progress.



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- II. Remediation
  - a. The outline or plan for remediation must be provided to the resident/fellow in writing. This shall include the time period for remedial training and subsequent re-evaluation of the resident/fellow's suitability for promotion. Processes for addressing academic deficiencies are further specified in applicable employer policies.
  
- III. Notice of Non-Renewal
  - a. Program directors who wish to give notice of non-renewal to a resident/fellow shall review the non-renewal with the DIO. In the event a resident's fellow's performance is not satisfactory, the Program Director will inform the resident/fellow in writing.
  - b. Written notification shall be given to the resident/fellow for non-renewal of contracts. Residents/Fellows who have appointments that begin July 1st will be notified, in writing, by no later than January 15th if their services are not to be renewed for the next year of a given residency/fellowship training program. In the event that a resident/fellow commences work on a date other than July 1st, the last date for non-renewal shall be six- and one-half (6.5), months following the date on which such work commences. When possible, earlier notice of non-renewal will be given to such resident/fellow. If a resident/fellow is covered by a collectively negotiated agreement and time frames for non-renewal are specified in said agreement, such time frames will control.
  
- IV. Suspension, Non-Renewal, Non-Promotion; or Dismissal
  - a. The appeal process for suspension, non-renewal, non-promotion; or dismissal is detailed in the applicable employer policies.