

Policy Name:	Resident and Fellow Appointments		
Section #:	1.1	Section Title:	Appointments & Promotions
Approval Authority:	GMEC	GMEC Approved:	03/22/2019, 07/18/2025
Responsible Executive:	DIO	Revised:	08/20/2021, 08/26/2024, ***
Responsible Office:	Office of Clinical and Health Affairs, Rutgers Health	Contact:	Institutional Coordinator

1. Reason for Policy

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

2. Applicable ACGME Institutional Requirements

Section 4: Institutional GME Policies and Procedures

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
- vii. National Resident Matching Program

4. Scope

The scope of this policy applies to all residents and fellows in training at Rutgers Health.

5. The Policy

I. Recruitment

- a. All candidates must be U.S. citizens, U.S. permanent residents, or be eligible for a J-1 Exchange Visitor visa issued by the Educational Commission for Foreign Medical Graduates (ECFMG) in order to be eligible for admission to a position in any of the Rutgers Health graduate medical education (GME) programs. Requests for exception to this requirement may be made under extraordinary circumstances and must be made in writing by the Program Director to the DIO or designee.
 - i. All applicants must meet I-9 criteria to be hired by applicable employer by the anticipated start date.
 - ii. An eligible IMG must hold a valid ECFMG certificate or hold a full and unrestricted license to practice in New Jersey.
- b. Before accepting residents transferring from other programs (including fellows or others who have completed other programs), the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident for all training, including milestones as appropriate.
- c. It is the policy of Rutgers Health to obtain a criminal background check on all



matched applicants to the University's postgraduate programs. In order to be admitted to a Rutgers Health postgraduate program, the report results must be deemed favorable.

II. Selection

- a. Residency programs should select from among eligible applicants on the basis of residency program-related criteria such as their preparedness, aptitude, academic credentials, personal characteristics, and ability to communicate. Applications must be submitted through a platform such as ERAS or the Central Application Service; otherwise, applications must be submitted through the portal where the position is offered.
 - i. The Program Director (PD) or a faculty designee must interview all candidates and is responsible for the resident selection process.
- b. All first-year positions in a program must be offered through the NRMP, the San Francisco Match, or the relevant matching program. If a match is not offered in a particular specialty or the position cannot be offered in match, the position must be posted through an appropriate portal, such as jobs.rutgers.edu, and be advertised on appropriate platforms.
 - i. A Program Director may request a waiver from this requirement. Requests shall be submitted to the DIO.
 - ii. Program Directors must ensure applicants do not have a binding match commitment prior to consideration for a position (i.e. prior review of an applicant's match history in NRMP).
- c. There shall be no unlawful discrimination against any applicant because of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Rutgers considers as a basis for selection in employment only those characteristics which are demonstrably related to job performance or requirements.

III. Eligibility

- a. In order to be admitted to a graduate medical education program, a candidate must have satisfied the educational requirements under the regulations promulgated by the New Jersey Board of Medical Examiners (NJBME). Candidates must be graduates of a medical school accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association (AOA), or the WHO-sanctioned World Directory of Medical Schools.
 - i. For admission to the first postgraduate year (PGY-1), the applicant must qualify for registration with the NJBME as defined in NJBME regulations.
 - ii. All applicants must have passed Step II of the United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) exam by the anticipated start date.
 - iii. For admission to PGY-2 and subsequent years, the applicant must qualify for a permit issued by the NJBME as defined in NJBME regulations.
 - iv. For admission to PGY-3 and subsequent years, the applicant must have



passed USMLE Step 3 or COMLEX Level III.

1. 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. If agreeable to the PD, CAO/Associate Dean and DIO, the DIO will bring the request to GMEC for a vote.
- v. For admission to any postgraduate year after the applicant has used up his or her five years of eligibility for registration/permit in the State of New Jersey, the applicant must have a full New Jersey medical license. All residents/fellows at the PGY-6 level or above are required to obtain a NJ State medical license as set forth in the regulations and policies of the NJBME.
- vi. All candidates at time of hire must be U.S. citizens, U.S. permanent residents, or holders of J-1 Exchange Visitor visas issued by the Educational Commission on Foreign Medical Graduates (ECFMG) in order to be eligible for admission to a position in any of the Rutgers Health graduate medical education (GME) programs. Requests for exception to this requirement may be made under extraordinary circumstances and must be made in writing by the program director to the DIO.
 1. All applicants must meet I-9 criteria to be hired by the anticipated start date.
 2. An eligible IMG must hold a currently valid ECFMG certificate or hold a full and unrestricted license to practice in New Jersey.

IV. Initial Appointment

- a. Applicants who are invited for an interview must be informed, in writing or by electronic means, of the terms, conditions and benefits of their appointment, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment, including stipends, benefits, professional liability coverage, disability insurance accessible to residents/fellows, institutional policies for vacation and leaves of absence, including medical, parental, sick, and caregiver leaves of absence, and insurance accessible to residents/fellows and their eligible dependents.
- b. Agreement of Appointment/Contract
 - i. Residents/fellows shall be provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution, through the DIO (or designee), shall monitor each of its programs with regard to implementation of terms and conditions of appointment.
 - ii. Contracts are prepared by the program and/or institution and forwarded to the local Office of Graduate Medical Education and accompanied by all credentials and documentation as required by the Human Resources and the Graduate Medical Education Office.
 - iii. The Office of Graduate Medical Education and staff will review the contracts and forward them to the Associate Dean /Chief Academic Officer, who are the DIO's designees, for approval and signature. Copies of the executed contracts are distributed to the program office. The contract for each resident/fellow in a graduate medical program



shall contain or provide reference to:

1. The specialty and sub-specialty, where applicable, and the level or Postgraduate Year (PGY), e.g., Internal Medicine PGY 1, 2, 3, or Internal Medicine-Cardiology PGY-4, PGY-5, etc., and the term of the contract; and indicate the total salary (wages and stipends) the resident is to receive
2. DIO or designee will determine the PGY contract level for all incoming trainees.
3. Resident/fellow responsibilities; duration of appointment; financial support for residents/fellows; conditions for reappointment and promotion to a subsequent PGY level; grievance and due process.
4. Registration/permit/licensure requirements of the New Jersey State Board of Medical Examiners must have been met as a pre-condition of the contract.
5. Reference to scope of practice of registration or permit holders as per regulations of the New Jersey Board of Medical Examiners.
6. Benefits including professional liability insurance, including a summary of pertinent information regarding coverage; health insurance benefits for residents/fellows and their eligible dependents; disability insurance for residents/fellows; vacation and leave(s) of absence for residents/fellows, including medical, parental, and caregiver leave(s) of absence, and compliant with applicable laws; timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion; information related to eligibility for specialty board examinations; and institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting, consistent with hospital or University policies or the collective bargaining agreement between the Committee of Interns and Residents (CIR) and the University, where applicable;
7. Have reference to required copies of applicable employer policies.
8. Specify that compliance with their applicable employer's Immunizations and Health policy is required as a condition of the contract.
9. Contain or provide reference to all the required elements as listed in the ACGME Institutional Requirements.