

**MONMOUTH MEDICAL CENTER**

**POLICY #: 980-005-000**

**Department of Academic Affairs  
Policy and Procedure**

**TITLE: HOUSE STAFF APPLICATION AND SELECTION**

**EFFECTIVE DATE: 02/06/19**

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**Approved By: Signature on File Date: 02/06/19**  
**Chief Executive Officer**

**Signature on File Date: 02/06/19**  
**Chief Medical Officer**

**Signature on File Date: 02/06/19**  
**Chief Academic Officer/DIO**

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**ATTACHMENTS:** None

**PURPOSE:**

To maintain the standards for processing applications and issuing contracts for House Staff positions in keeping with the Accreditation Council for Graduate Medical Education (ACGME), New Jersey Board of Medical Examiners, or New Jersey Board of Dentistry and Council on Dental Association (CODA).

**POLICY:**

**A. Eligibility for Admissions to Monmouth Medical Center Graduate Medical Education (GME) Programs and Education Requirements**

1. In order to be admitted to graduate medical education programs, a candidate must have satisfied the educational requirements for registration as a resident in the State of New Jersey under the regulations promulgated by the New Jersey Board of Medical Examiners (NJBME).
  - a. For admission to the first postgraduate year (PGY-1), the applicant must qualify for registration with the NJMBE as defined in NJBME regulations.
  - b. For admission to PGY-2 and subsequent years, the applicant must qualify for a permit issued by the NJBME as defined in NJBME regulations 13:35-1.5 (c) and 12:35-1.5(l).
  - c. For admission to PGY-3 and subsequent years the applicant must have passed United States Medical Licensing Examination (USMLE) Step 3, or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level III.
  - d. 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 New Jersey medical license. All house Staff at the PGY-6 level or above are required to obtain a NJ State Medical License.
2. Candidates must be graduates of schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association (AOA), or American Dental Association (ADA). Alternatively, international

## **TITLE: House Staff Application and Selection**

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Medical Graduates (IMG) 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 Monmouth Medical Center graduate medical education programs. An eligible IMG must hold a currently valid ECFMG certificate or hold a full and unrestricted license to practice in the New Jersey. In addition, graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school are also eligible to apply.

3. To determine the appropriate level of education for a resident who is transferring from another residency program, the program director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident, including an assessment of the six general competencies, prior to acceptance into the program. A program director is required to provide verification of residency education for any residents who participate in their program.

### **B. House Staff Selection Process**

1. Residency programs should select from among eligible applicants on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation, integrity, and potential for joining the medical staff upon graduation.
  - a. Academic criteria for candidates may include, but is not limited to, the following:
    - i. GME application (completed and signed)
    - ii. Medical Student Performance Evaluation (MSPE)
    - iii. Medical school transcript indicating degree and date awarded
    - iv. Notarized copy of medical school diploma
    - v. In addition to MSPE, a minimum of two letters of reference (a total of 3) from faculty familiar with the individual's performance. If a candidate is applying for PGY-2 or above, one letter must be from the candidate's former Chief of Service or Program Director.
    - vi. Notarized copy of ECFMG certificate (if applicable)
    - vii. USMLE Step 1 and 2 scores (or equivalent COMLEX Examination scores)
2. The programs will not discriminate with regards to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status or any other status as noted in Monmouth Medical Center's Human Resources Policies and Procedures.
3. 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, including financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability, and other insurance accessible to residents and their families.

### **PROCEDURE:**

#### **A. House Staff Selection**

1. The Program Director (PD) or a designee must interview all candidates and is responsible for the resident selection process.
2. Residency applications are processed for completeness and interviews are granted to the applicants according to the differing needs of each department. All programs participate in either the National Resident Matching Program (NRMP) or Postdoctoral Dental Matching Program, respectively. Graduates of non-US medical schools may be taken outside of the match only if approved in advance by the DIO.

**B. House Staff Contracts**

1. Contracts are issued by the Department of Medical Education, at the request of program directors, to candidates matched at Monmouth Medical Center and to other candidates meeting the ACGME or CODA and the appropriate state board requirements for training eligibility. These contracts may be issued only after all the requirements of the application have been satisfied and within the budgetary limitations of the Department of Medical Education. The appointment of fellows and other specialty residents or students must not dilute or detract from the educational opportunities of the regularly appointed specialty residents.
2. The Department of Medical Education and staff will review the contracts and forward them to the Chief Academic Officer for approval and signature.

**QUALIFICATIONS:**

Program Directors, Chairpersons, Chief Academic Officer

**DOCUMENTATION:** Resident Files

**INFECTION CONTROL:** N/A

**REFERENCES:** [www.nrmp.org](http://www.nrmp.org)  
[www.acgme.org](http://www.acgme.org)  
[www.adea.org](http://www.adea.org)

**ORIGINAL DATE:** 5/7/90

**REVIEWED:** 3 years

**REVISED:** 02/06/19