

COOPER UNIVERSITY HEALTH CARE

Graduate Medical Education Committee Policies and Procedures

Supersedes: 01/21/2019
Reviewed: 01/09/2020

Section: Policies and Procedures
Subject: Appointment of Graduate Medical Education
Trainees Policy

Notice: The official version of this Policy is contained in Cooper Policy Network and may have been revised since the document was printed.

I. PURPOSE:

- A. To define the appointment process for graduate medical education participants at Cooper University Hospital to assure continuing program accreditation and compliance with regulations of the New Jersey State Board of Medical Examiners.
- B. Under the direction of the Designated Institution Official (DIO), the Department Chiefs must ensure compliance with this policy and along with the Program Directors must implement this policy. Selection shall be made from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity. Programs must be compliant with Cooper Health Systems Policy 8.101 Employment - Affirmative Action Statement.

II. ACCOUNTABILITY:

- A. The Program Director of each graduate medical education program shall be responsible for ensuring that each applicant has satisfied the requirements as set forth below.
- B. The Designated Institution Official (DIO) or their designee shall be responsible for ensuring that the Residency/Fellowship Agreement follows the requirements set forth below.
- C. The Graduate Medical Education Committee shall be responsible for the review and approval of all new trainees.

III. POLICY:

A. Requirements:

- 1. Each applicant to a graduate medical program must satisfy the following requirements:
 - a. Completion of at least 60 undergraduate level credits at a college or university attended prior to medical school, including at least one course each in biology, chemistry and physics;
 - b. Graduation from a medical school which during each year of attendance was either accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA), or the Council on Podiatric Medical Education (CPME) or listed in the World Health Organization Directory of Medical Schools;
 - c. Attendance at medical school for at least 32 months prior to graduation;

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- d. Where clinical clerkships have been completed away from the site of a medical school (not approved by the LCME or AOA or CPME), satisfactory completion of clinical clerkships of at least four weeks' duration in each of internal medicine, surgery, obstetrics and gynecology, pediatrics and psychiatry at hospitals which maintained at the time of the clerkship an accredited graduate medical education program in that field;
 - e. Each applicant must pass Step 1, Step 2 CK (Clinical Knowledge) and Step 2 CS (Clinical Skills) of the appropriate licensing exam prior to the commencement of the PGY-1. Prior to the end of PGY-2, the applicant/resident must provide Cooper with evidence satisfactory to Cooper that he/she has taken and passed Step 3 of the appropriate licensing exam in order to advance to PGY-3 and receive a Resident Agreement for PGY-3 or above. The resident must also complete any program specific requirements in order to receive a certificate of completion of residency training.
 - f. Foreign Medical Graduates must have a valid ECFMG certificate.
 - g. The applicant has not been and is not at the time of application the subject of disciplinary action by any State licensure agency, has no criminal convictions, and not impaired to a degree which renders the applicant unable to practice medicine; the DIO may approve an exception to this under extraordinary circumstances.
 - h. All medical school graduates must qualify for registration (PGY-1) permit or licensure (PGY-3 and beyond) as issued by the New Jersey State Board of Medical Examiners.
2. The Residency/Fellowship Agreement for each graduate medical education participant shall conform to ACGME/AOA/CPME requirements and shall not require residents to sign a non-competition agreement.
 3. **Transfer-** Prior to Acceptance of a resident transferring from another program, the program director must:
 - a. Obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
 - b. Provide the Subcommittee on Credentials with documentation of educational experiences and summative competency based performance evaluation. The Subcommittee on Credentials will not recommend the

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applicant for approval until appropriate documentation of these verifications and summaries are in the candidate's file. It is the responsibility of the program director to assure that this documentation is obtained.

- c. Provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion. A copy should be included in the trainee's permanent file in the GME Office for future verification requests.
- d. Specialty-specific transfer requirements also apply.

B. Responsibilities:

1. The Program Director of each graduate medical education program shall be responsible for ensuring that each applicant has satisfied the requirements as set forth in Section A.1 and 3 above.
2. The Designated Institution Official (DIO) or his designee shall be responsible for ensuring that the Residency/Fellowship Agreement follows the requirements set forth in A.2 above.
3. The Graduate Medical Education Committee and the Designated Institution Official (DIO) shall be responsible for the review and approval of all new graduate medical education positions.

APPROVED BY:

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