
 Arnot Ogden Medical Center	<b>Graduate Medical Education</b>	DATE: 3/23/2023	MANUAL NO. GME009
		Replaces (Date and No.) 05/2016, 9/21/2020	

## **POLICY ON INTERN/RESIDENT/FELLOW APPOINTMENT AND PROMOTION**

1. The Graduate Medical Education Office ensures that all prospective intern/resident/fellows have met all of the eligibility requirements of the ACGME, New York State and other regulatory bodies including, but not limited to:
  - a. Graduation from an LCME-accredited medical school. Final acceptance in the residency program and commencement of training is contingent upon confirmation of all educational credentials by primary verification by the Graduate Medical Education Office. In addition to medical school, this also includes any previous US training or work experience.
  
2. All employment agreement letters are for one year and each intern/resident/fellow must be promoted and reappointed for each subsequent year of training, contingent upon satisfactory completion of the current post-graduate year. The hospital will honor the full term of the period except when a intern/resident/fellow's performance or behavior justifies dismissal.
  - Programs must provide a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed.
  - The Sponsoring Institution has a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period:
    - suspension,
    - non-renewal,
    - non-promotion; or
    - dismissal

See Graduate Medical Education Office institutional appeal process and MANUAL NO. GME-005 - Resident Fellow Remediation/Suspension/Non-Renewal of Contract Policy.
  
3. Promotion to the subsequent year of training requires satisfactory and cumulative evaluations by faculty that indicates satisfactory progress in scholarship and professional growth. This includes demonstrated proficiency in ACGME competencies for intern/resident/fellows.
  - **Patient Care and Procedural Skills**
  - **Medical Knowledge**
  - **Systems-Based Practice**
  - **Interpersonal and Communication Skills**
  - **Professionalism**
  - **Practice-Based Learning and Improvement**
  
4. Intern/resident/fellows are expected to notify their department at least one hundred twenty (120) days in advance if they do not intend to return the following year.
  
5. Intern/resident must successfully pass the COMLEX III or USMLE 3 examination for promotion to PGY-2. Intern/Residents **must sign up** for the examination no later than

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**January 31<sup>st</sup>** of their PGY-1 year. Residents **must provide** documentation of their passing COMLEX III or USMLE 3 score to the GME Office by **May 1<sup>st</sup>** of their PGY-1 year. It is expected that these tests are taken electively; no sick call will be pulled in to cover your examination time. *Due to a Pandemic, or other extenuating circumstances, additional testing time may be granted at the discretion of the Program Director and DIO.*

Appointment and/or reappointment do not constitute an assurance of successful completion of a residency program. Successful completion is based on performance as measured by individual departmental standards. Successful completion of a residency program does not entitle a resident to appointment to the Medical Staff of AOMC.