

## PURPOSE

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.

All employment agreement letters are for the term of the categorical position, and each intern/resident/fellow must be promoted for each subsequent year of training, contingent upon satisfactory completion of the current post-graduate year. Any trainee that requires a J-1 visa will have a 1-year agreement that must be renewed each year of training required by the ECFMG. The hospital will honor the full term of the period except when an intern/resident/fellow's performance or behavior justifies dismissal.

- b) Programs must provide a resident/fellow with a written notice of intent when that resident/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.
- c) 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:
  - a. Suspension
  - b. Probation
  - c. non-renewal
  - d. non-promotion; or dismissal

See GME Office Institutional Appeal Process Policy

**MANUAL NO. GME-005**

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.

- a) Patient Care and Procedural Skills
- b) Medical Knowledge
- c) Systems-Based Practice
- d) Interpersonal and Communication Skills
- e) Professionalism
- f) Practice-Based Learning and Improvement

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.

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 December 1st of their PGY-1 year and have taken the first attempt by January 31st of their PGY-1 year. Residents must provide documentation of their passing COMLEX III or USMLE 3 score to the GME Office by May 1st 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.

See GME Office Institutional Level 3 Exam Policy

**MANUAL NO. GME-018**

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.