

**CAPITAL HEALTH
INTERNAL MEDICINE RESIDENCY POLICY AND PROCEDURE**

TITLE: Internal Medicine Resident Eligibility and Selection		NO: IM – 1.1
ORIGINATING SOURCE: Internal Medicine Residency Program		EFFECTIVE DATE: July 30, 2020
EXECUTIVE APPROVALS: Program Director, Internal Medicine Residency Saba A. Hasan MD FACP	PERSONNEL: Internal Medicine Residents	SUPERSEDES: 01/22/2020
	LOCATIONS: Capital Health Regional Medical Center Capital Health Medical Center – Hopewell	Page: 1 of 3
	COMMITTEE APPROVALS: NA	

I. PURPOSE:

The Accreditation Council for Graduate Medical Education (ACGME) Common Program Requirements establishes guidelines for eligibility and appointment of residents. The purpose of this policy is to establish the guidelines for eligibility for Capital Health Regional Medical Center Internal Medicine Residency in compliance with ACGME Common Program Requirements.

II. FORMS/ATTACHMENTS:

None.

III. EQUIPMENT/SUPPLIES:

None.

IV. POLICY:

It is the policy of the Internal Medicine Residency Program to maintain ACGME Common Program Requirements and State of New Jersey Statutes and Regulations when accepting new residents and residents transferring into the Program. Additional program eligibility requirements are contained in the procedure.

V. PROCEDURE:

- To be eligible for a first year postgraduate training position (PGY1) as an Internal Medicine resident, candidates must have satisfied the education requirements for registration as a medical resident in the State of New Jersey under the NJ Board of Medical Examiners Regulations.
- Applicants must meet one of the following:
 - Graduate of a medical school in the United States or Canada that is accredited by the Liaison Committee on Medical Education (LCME), or
 - Graduate of a college of osteopathic medicine in the United States, accredited by the American Osteopathic Commission on Osteopathic College Accreditation (AOACOCA) or
 - Graduate of a medical school outside of the United States or Canada listed in the World Health Organization (WHO) Directory of Medical Schools that meets the criteria of the State of New Jersey for registration and training permit. Graduate must also meet one of the following additional qualifications:
 - hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG)
 - hold a full and unrestricted license to practice medicine in New Jersey.
- Capital Health Regional Medical Center Internal Medicine Residency does not sponsor immigration visas. Foreign Medical Graduates (FMGs) must be U.S. Citizens or U.S. permanent residents to participate in the program.
- Candidates for the Internal Medicine Residency program must apply for a position through the Electronic Residency Application System (ERAS).
- To be considered, applications must be complete including: valid ECFMG certificate if applicable, successful completion of USMLE Step 1, Step 2 and CS or COMLEX-USA Level 1 and Level 2-CE and PE, medical school transcript, Dean's Letter (MPSE) or equivalent, and three Letters of Recommendation (LoR).
- Candidates will be selected based on the quality of their ERAS application and scheduled to interview with the Program Director and/or a faculty designee.

- Applicants who are invited to interview will receive the Resident Agreement, in writing or electronically, which includes the terms, conditions and benefits of appointment to the program that are currently in place or that will be in place at the time of appointment. The information will include financial support, vacation and other leaves, professional liability and insurance accessible to resident and their dependents.
- The Resident Agreement also identifies the responsibilities of Capital Health, the Residency Program and the Resident, should a position be offered.
- Applicants who are invited to interview will receive a copy of the Program Aims as well as information regarding eligibility to take the ABIM examination to become Board Certified in Internal Medicine.
- The Internal Medicine Residency participates in the National Residency Matching Program.
- Ranking of applicants will be based on the quality of the application, academic credentials, preparedness, aptitude, personal characteristics, and communication skills.
- Applicants seeking transfer into the Capital Health Regional Medical Center Internal Medicine Residency must have completed prior training in an ACGME-accredited residency, AOA-approved residency, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited residency or in a residency program with ACGME International (ACGME-I) Advance Specialty Accreditation.
- Prior to acceptance of a resident transferring into the Internal Medicine Residency program, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation. Verification of the resident's level of competency must be made using ACGME, CanMEDS or ACGME-I Milestones evaluation from the prior training program.
- For admission to PGY2 and subsequent years, the applicant must qualify for a permit issued by the NJ Board of Medical Examiners.
- Capital Health is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment, as consistent with applicable law. Capital Health Equal Employment Opportunity policy prohibits discrimination on all legally recognized bases. See Human Resources policy HR 1.2 RMC for details.
- Resident Agreements/Contracts will be prepared by the Department of Graduate Medical Education or designee, forwarded to selected residents and returned to be approved by the CEO of Capital Health or designee.
- Capital Health will monitor compliance with this policy through the Graduate Medical Education Committee.

VI. REFERENCES:

ACGME Common Program Requirements – July 1, 2020.

ACGME Institutional Requirements – July 1, 2018.

New Jersey Board of Medical Examiners Regulations and Statutes.

Capital Health Human Resources Policy 1.2 – Equal Employment Opportunity Nov. 1, 2017.