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Owner	Rebecca Mullowney: Residency Program Manager
Area	Internal Medicine Residency Program
References	IM – 1.1

Internal Medicine Resident Eligibility and Selection

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I. PURPOSE:

The Accreditation Council for Graduate Medical Education (ACGME) Program Requirements for Graduate Medical Education in Internal Medicine establishes guidelines for eligibility and appointment of residents. The purpose of this policy is to establish the guidelines for eligibility for Capital Health Internal Medicine Residency in compliance with ACGME Internal Medicine Program Requirements, American Board of Internal Medicine (ABIM) and NJ Board of Medical Examiners.

II. FORMS/ATTACHMENTS:

None.

III. EQUIPMENT/SUPPLIES:

None.

IV. POLICY:

It is the policy of the Internal Medicine Residency Program to maintain ACGME Internal Medicine Program Requirements, ABIM Policies and Procedures for Certification 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 alignment with the ACGME Internal Medicine Program Requirements, in the State of New Jersey under the NJ Board of Medical Examiners Regulations.
- Applicants must meet one of the following:
    - Graduation from a medical school in the United States, accredited by the Liaison Committee on Medical Education (LCME) or,
    - Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association 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 prior to appointment: or
        - hold a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program.
    - All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.
        - Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.
- Capital Health Regional Medical Center Internal Medicine Residency does not sponsor immigration visas. However, this might occur in certain unusual circumstances with approval of Chief Academic Officer and Designated Institutional Official. International Medical Graduates (IMGs) 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

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applicable, successful completion of USMLE Step1, 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) and Personal Statement.

- 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.
- An applicant invited to interview for a resident position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments. Information that is provided must include stipends, benefits, professional liability coverage, and disability insurance accessible to residents, as well as institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, and health insurance accessible to residents and their eligible 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.

Resident Transfers

- 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 or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation and in compliance with the American Board of Internal Medicine (ABIM) policies and procedures.
- Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.
- 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.
- Prior to accepting a transfer resident, the program must obtain from the resident and retain written confirmation that the resident understands the impact of the transfer on their eligibility for their intended specialty board's initial certification.
- 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.

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See Human Resource policy HR 1.2 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.
- Program will provide Implicit Bias training annually to Program Director, Associate Program Directors, faculty physicians and coordinators/managers.

REFERENCES:

- ACGME Program Requirements for Graduate Medical Education in Internal Medicine including FAQs – July 1, 2026.
- ACGME Institutional Requirements including FAQs – July 1, 2026.
- American Board of Internal Medicine (ABIM) Policies and Procedures for Certification. July 2022.
- New Jersey Board of Medical Examiners Regulations and Statutes.
- Capital Health Human Resource Policy 1.2 – Equal Employment Opportunity August 2025.

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Approval Signatures

Step Description	Approver	Date
VP Hospital Operations	Colleen Delso: Sr Vice President Hospital Operations	Aug 2026
Chief Academic Officer	Robert Remstein: Chief Academic Officer	Aug 2026
Program Director	Saba Hasan: Int Med Res Prgm Dir	Aug 2026
Associate Vice President Clinical Practice and Academics	Christina Allen: Associate Vice President Clinical Practice and Aca	Aug 2026
Owner	Rebecca Mullowney: Residency Program Manager	Aug 2026

Standards

No standards are associated with this document