
CREDENTIALING OF RESIDENTS AND CLINICAL FELLOWS IN ACGME AND NON-ACCREDITED PROGRAMS

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Applies to: Residents and Fellows enrolling in ACGME accredited and non-accredited programs

I. Preamble

NYU School of Medicine (NYUSoM) is committed to meaningful and enriching educational experiences for its residents and clinical fellows. This includes assurance that these residents and clinical fellows have the appropriate credentials to work in a clinical setting and be gainfully employed while assuring meaningful education, personal health and safety for patients. The Accreditation Council for Graduate Medical Education (ACGME) has established guidelines governing the selection of residents and clinical fellows enrolled in ACGME approved programs. In addition, the NYS Department of Health and the affiliate hospitals of NYUSOM have set rules and regulations for House Staff to be in compliance with these criteria.

II. Definitions

- A. **Resident** - a physician who is enrolled in an accredited NYUSoM Training Program for a clinical specialty.
 - B. **Clinical Fellow** - a physician who is enrolled in an accredited or non-accredited NYUSoM Training Program of a clinical subspecialty.
 - C. **NYUSoM Training Program** - a specialty or subspecialty graduate training program at NYUSoM, which may be either an Accredited NYUSoM Training Program or a Non-Accredited NYUSoM Training Program.
 - D. **Accredited NYUSoM Training Program** - a NYUSoM Training Program that is accredited by ACGME, ABMS, or any other recognized accrediting agency.
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III. Policy

- A. **Resident's Responsibilities** - The Resident/Fellow is required to comply with all requirements of each Affiliated Hospital to which s/he is assigned.
1. **Credentialing** - The Resident agrees to comply with each Affiliated Hospital's credential verification and appointments procedure. The Resident will be permitted neither to begin a training program nor to receive any other benefits under this contract without having met such credentialing requirements, which include:
 - a. Completion of application for house staff appointment. The Resident must submit all the requested information to the relevant Affiliated Hospitals' House Staff Affairs Offices prior to the Resident's date of hire;
 - b. Proof of graduation from medical school
 - c. ECFMG Certification if the Resident is an International Medical School Graduate;
 - d. A valid limited or medical license if the Resident is entering a training program at or above the PGY 4 level. Exceptions will be allowed if a proof of application to take USMLE Step III, dated prior to May 1 (2007 or subsequent years), is submitted.
 - e. Documentation of identity and right to work, including fingerprinting and background checks as required by any of the Affiliated Hospitals; and
 - f. Proof of compliance with NYU's immunization policy, which is included in the Resident Handbook
 2. **Licensure** - The Resident agrees to abide by New York State licensure requirements for physicians in training.
 3. **Employment** – All employment requirements must be satisfied prior to commencement of training. These include but are not limited to, satisfaction of all pre-employment employee health requirements, successful completion of all background check processes, (questionnaires, fingerprinting, etc.), passing a urine toxicology screening test, and completion of the I-9 (employment eligibility form).
 4. **Appointment** – After submission of required documents and review and approval by the Program Director, and verification by the House Staff Committees at the affiliate hospitals, residents should be appointed as follows:
 - a. A House Staff Officer who has not completed at least one year of service in an ACGME approved training program shall be placed at the PGY-1 level.
 - b. A House Staff Officer who has completed one or more years of service in an ACGME approved training program in his/her specialty shall be placed at the PGY level which equals the number of such years of service plus one (e.g., a House Staff Officer who has completed two years of service in such training program shall be placed at PGY-3). A House Staff Officer required to spend a prerequisite period of service in an ACGME training program in a specialty other than that in which he/she is serving shall be classified on the basis of cumulative years of such service. However, in the event a House Staff Officer changes his/her specialty, he/she shall receive a maximum credit of two years for prior service in such other ACGME approved training program.

- c. When some or all of the prior service of a House Staff Officer has been in a non-ACGME approved training program, he/she shall, at minimum, be classified at the PGY level appropriate to the years of service he/she has completed in an ACGME approved training program. Additional credit, if any, for non-ACGME approved training programs to be granted in establishing the appropriate PGY-level for a House Staff Officer shall be determined by the House Staff Officer and his/her Director of Service at the time of appointment. If, after such determination, a Specialty Board should grant increased standing or credit, then an appropriate adjustment shall be made in the PGY level retroactive to the appointment date preceding notice of such adjustment.
- d. Failure to satisfactorily complete the credentialing process nullifies the contract and is not subject to appeal.

All level one aspects of credentialing and employment must be satisfied to obtain, 'clearance' to begin training. Within 60 days of beginning training the resident or fellow must satisfy any remaining level two requirements.

Failure to satisfy all the requirements within the 60 day 'grace' period will result in the resident being taken off payroll in an unpaid LOA status until all requirements are satisfied.

Missed training time may result in an extension of the training program in order to satisfy training requirements, in accordance with the program policy.

- B. **HSAO Responsibilities** – The HSAO will track the submission of all documents and completion of all processes to obtain the status of clearance and satisfaction of all credentialing items.

A full list of all requirements follows below:

Documents Required for All (Items 1-11)	
1	A Fully Completed NYU Resident/Fellow Application Form
2	HHC Application for Residency
3	BHC House Staff Application (Should include signed Authorization for Release of Information Form)
4	Original Medical/Dental School diploma
5	Original final Medical/Dental School Transcript with Seal and 4th Year Grades (must indicate "Degree conferred")
6	A letter from medical school verifying graduation (in lieu of diploma or transcript)
7a	Letter of Recommendation #1 (dated within the last six months) from a doctor who supervised clinical work of applicant For PGY1s check this item if #9 Dean's Letter is received. For PGY2s and above Check here in addition if #18a Original Certificate(s) of Training or Letter(s) from Program Director(s) certifying successful completion of all accredited training is received and it is a qualifying letter. Must be dated w/in the last 6 months.
7b	Letter of Recommendation #2 (dated within the last six months) from a doctor who supervised clinical work of applicant
8	Current Curriculum Vitae (Must be dated within the last six months)

9	Dean's Letter from Medical/Dental Degree-Granting Institution (For PGY1s starting training immediately following medical school also check box #7a)
10	Signed House Staff Contract (applicable to all House Staff except Rotators)
11	Letter of Offer from Director of Service or Program Director (must include program, title and duration of training, salary level and funding source.) NOT APPLICABLE FOR MAIN MATCH APPLICANTS
License Information	
12	NYS License
13	NYS Registration
14	NYS Limited License
15	NYS Limited Permit
Fellows in Non-Accredited Programs	
16	Scope of Practice
International Medical School Graduates (IMGs) Only	
17	Original, Valid Educational Commission for Foreign Medical Graduates (ECFMG) Certificate or Fifth Pathway Certificate
Residents Who Have Had Previous Training in the U.S.	
18a	Original Certificate(s) of Training or Letter(s) from Program Director(s) certifying successful completion of all accredited training If this is a qualifying letter, check #7a Letter of Recommendation (dated within the last six months) from a doctor who supervised clinical work of applicant as well
18b	All outstanding letters from additional training programs received. If this is non-applicable, please check here as well.
Other BH Required Documents to be Submitted	
19	BH Blue Appointment Form (House Staff) or Gray Appointment Form (Fellows) signed by Department Director
20	BH Staff Record Card (Yellow Card)
21	NYU Health Service Form
22	Infection Control Certificate
23	Proof of Identity (and copy of visa, if applicable)
24	Clinic Card
Tisch Hospital Human Resources	
25	NYU Application for Employment (House Staff/Faculty Questionnaire)
26	I-9 Form (with appropriate original forms of ID)
27a	Consent and Disclosure Form (Sterling Testing Systems) and Background Check Form Received
27b	Consent and Disclosure Form (Sterling Testing Systems) - Background Check Results Received
28	Tisch Hospital W-4 Form (federal tax withholding)
29	Addendum Letter (rubella vaccine)
30	Confidentiality Agreement
31	Patent Agreement
32	Drug Free Workplace Attestation Form
33	Payroll Direct Deposit Application
Applicants on a Visa (Must go to the NYU Immigration office)	
34	DS 2019 with valid coverage period
35	I-94 with "Duration of Stay" stamp

36	I-9 Form and Taxation Analysis Form (Finalize these forms at the Immigration office)
37	I 797 Form
Employee Health Process for Employment	
38	Physical Exam within the Past Year
39	Proof of Immunity to Rubella and Rubeola (<i>Addendum Letter</i>)
40	Proof of Varicella (Chicken Pox) Immunity
41a	Tuberculosis Screening #1
41b	Tuberculosis Screening #2
42	Tuberculosis Fit Test (health assessment)
43	Proof of Hepatitis B Immunity
44	Final Clearance
45	EHS Envelope
Tisch Hospital Benefits	
46a	Benefit Enrollment Form (both sides with dependent info on reverse)
46b	Medical/Prescription Waiver Form (only if waiving benefits)
47	Designation of Beneficiary
Bellevue Hospital Human Resources	
48	Bellevue Hospital W-4 Form
49	Medical Assessment/Physical Consent
50	Physician Agreement
51	Bellevue Hospital I-9 Form
52	Personal Data Form (PDF)
53	Personnel History Card (White)
54	Visi Card (Buff/folded)
55	NYU HHC Employment Application
56	Notarized HHC - 1261 Authorization
57	Terms and Conditions of Employment
58	Fingerprinting
59	Background Questionnaire
60	Electronic Fingerprinting/ Payroll Deduction Authorization
Bellevue Hospital Benefits	
61	Health Insurance Enrollment
62	TDA Selection Form Not tracked beyond 60 days
Miscellaneous Documents	
63	VA Packet
BH Employee Health	
64	Toxicology Screening