

# **COOPER UNIVERSITY HEALTH CARE**

## **Graduate Medical Education Committee Policies and Procedures**

Supersedes: 06/12/2023  
Reviewed: 03/19/2025

Section: Policies and Procedures  
Subject: Appointment of Graduate Medical Education  
Trainees Policy

---

**Notice: The official version of this Policy is contained in Cooper Policy Network and may have been revised since the document was printed.**

---

### **I. PURPOSE:**

- A. This policy defines required procedures and guidelines for initial resident/fellow appointment to a Cooper University Hospital GME training program, which includes the verification on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- B. Under the direction of the Designated Institution Official (DIO), the Program Directors must ensure compliance with this policy. Programs must be compliant with Cooper Health Systems [8.101 - Equal Employment Opportunity Statement](#).
- C. Initial and ongoing resident/fellow appointment depends on the completion of all onboarding and promotion requirements as established by Cooper University Hospital.

### **II. ACCOUNTABILITY:**

- A. The Program Director of each graduate medical education program shall be responsible for ensuring that each applicant has satisfied the requirements as set forth below.
- B. The DIO shall be responsible for ensuring that the Residency/Fellowship Agreement follows the requirements set forth below.

### **III. POLICY:**

- A. Requirements:
  - 1. Each applicant to a GME program must satisfy the requirements set by the respective accreditor (eg. ACGME, CODA, or CPME) and/or the relevant certifying board.
  - 2. International medical graduates must have a valid ECFMG certificate.
  - 3. Applicants must be eligible for a NJ practitioner or training license.
  - 4. Applicants must have had no criminal convictions, and cannot be impaired to a degree which renders the applicant unable to practice medicine; the DIO may approve an exception to this under extraordinary circumstances
  - 5. The Residency/Fellowship Agreement for each GME participant shall conform to national accreditation requirements and shall not require trainees to sign a non-competition agreement.
  - 6. An applicant invited to interview for a GME position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program including:

# **COOPER UNIVERSITY HEALTH CARE**

## **Graduate Medical Education Committee Policies and Procedures**

Supersedes: 06/12/2023  
Reviewed: 03/19/2025

Section: Policies and Procedures  
Subject: Appointment of Graduate Medical Education  
Trainees Policy

---

- a. Stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows.
  - b. Institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence.
  - c. Health insurance accessible to residents/fellows and their eligible dependents.
- 7. **Transfer-** Prior to acceptance of a trainee's transfer from another program, the program director must:
  - a. Obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
  - b. Provide to the Office of GME documentation of educational experiences and summative competency-based performance evaluation. The Office of GME will not recommend the applicant for approval until appropriate documentation of these verifications and summaries are in the candidate's file. It is the responsibility of the program director to assure that this documentation is obtained.
  - c. Provide timely verification of prior education and summative performance evaluations for residents who leave the program prior to completion. A copy should be included in the trainee's permanent file in the Office of GME for future verification requests.
  - d. Specialty-specific transfer requirements also apply.
- B. Responsibilities:
  - 1. The Program Director of each GME program shall be responsible for ensuring that each applicant has satisfied the requirements as set forth above.
  - 2. The DIO shall be responsible for ensuring that the Residency/Fellowship Agreement follows the requirements above.
  - 3. The Graduate Medical Education Committee and the DIO shall be responsible for the review and approval of all new graduate medical education positions.  
[Resident/Fellow Contract](#)

# **COOPER UNIVERSITY HEALTH CARE**

## **Graduate Medical Education Committee Policies and Procedures**

Supersedes: 06/12/2023  
Reviewed: 03/19/2025

Section: Policies and Procedures  
Subject: Appointment of Graduate Medical Education  
Trainees Policy

---

### **APPROVED BY:**

Amit R.T. Joshi, MD, FACS Designated Institutional Official Associate Dean for Graduate Medical Education	Lisa C. Laphan-Morad, DNP, APN-C, NEA-BC Vice President, Education and Research
--	---