

**New York-Presbyterian/Queens
Flushing, NY 11355**

Department/Unit: GRADUATE MEDICAL EDUCATION

POLICY/PROCEDURE

Effective Date: August 1st, 2017 Next Review Date: <u>August 1, 2019</u>	USMLE/COMLEX Step III	Number: 9200-231 Page 1 of 1
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1. In order to be eligible to receive a contract for the PGY II year, PGY I Graduate Staff appointees must provide evidence of registration for the USMLE/COMLEX Step III by March 1st of the PGY I year. Graduate Staff who have not provided timely evidence of registering for the examination, and are otherwise in good standing, will be issued a letter stating that a decision to re-contract cannot be made at the time and will be given a maximum of three months, i.e. until June 1st of the PGY I year, to register for the exam. Failure to comply will result in termination from the program at the conclusion of the PGY I year.
2. In order to be eligible to receive a contract for the PGY III year, Graduate Staff must provide evidence of a passing score on USMLE/COMLEX Step III by December 31st of the PGY II year. Graduate Staff, who have not provided evidence of a passing grade and are otherwise in good standing, will be issued a letter stating that a decision to re-contract cannot be made at the time and will be given a maximum of three months, i.e. until March 31st of the PGY II year, to provide evidence of passing the examination. Failure to comply will result in termination from the program at the conclusion of the PGY II year.
3. Graduate Staff terminated due to not registering for or not passing the USMLE/COMLEX III, in the specified time period, may reapply to their program upon receipt of a passing score. Acceptance is not guaranteed.
4. This policy is applicable to all ACGME accredited programs. All fellows applying to an NYP/Q sponsored program must have successfully passed USMLE/COMLEX Step III prior to acceptance into the program. All residents seeking to transfer to an NYP/Q sponsored program must provide evidence of registration for the USMLE/COMLEX Step III prior to acceptance into the program, and further, they must provide evidence of a passing score on the USMLE/COMLEX Step III within six (6) months of commencement of the program. Failure to comply with the latter requirement will result in immediate termination from the program.
5. The Program Directors shall monitor and assure compliance with this policy.
6. Exemptions to this policy, for good cause or hardship circumstances, may be approved by the Designated Institutional Official and/or the Graduate Medical Education Committee upon the request of the respective Program Director.



Ellen Cohen, M.D.

Director of Graduate Medical Education & DIO

Chairman, Graduate Medical Education Committee

Approved by GME Committee: July 21, 2017