

**LEHIGH VALLEY HEALTH NETWORK
System Manual**

**GME – RENEWAL AND NON-RENEWAL OF RESIDENT AGREEMENT –
DEPARTMENT OF EDUCATION (DOE)**

SCOPE:

Lehigh Valley Health Network (LVHN) adopts this policy for the following selected licensed entities:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Lehigh Valley Hospital | <input type="checkbox"/> Transitional Skilled Unit |
| <input type="checkbox"/> Lehigh Valley Hospital – Dickson City | <input type="checkbox"/> Lehigh Valley Home Care |
| <input type="checkbox"/> Lehigh Valley Hospital – Hazleton | <input type="checkbox"/> Lehigh Valley Hospice |
| <input type="checkbox"/> Lehigh Valley Hospital – Pocono | <input type="checkbox"/> Pocono VNA / Hospice |
| <input type="checkbox"/> Lehigh Valley Hospital – Schuylkill | <input type="checkbox"/> Lehigh Valley Home Care – Schuylkill |
| <input type="checkbox"/> LVHN Children’s Surgery Center | <input type="checkbox"/> Lehigh Valley Home Care – Hazleton |
| <input type="checkbox"/> LVHN Surgery Center – Tilghman | |
| <input type="checkbox"/> Lehigh Valley Hospital – Coordinated Health Allentown | <input type="checkbox"/> Lehigh Valley Hospital – Coordinated Health Bethlehem |
| <input type="checkbox"/> LVHN Ambulatory Surgery Center of Lopatcong (NJ) | <input type="checkbox"/> LVHN East Stroudsburg Ambulatory Surgery Center |

LINKS TO ATTACHMENTS: N/A

LIST OF ASSOCIATED FORMS: N/A

DISCLAIMER:

This policy and the implementing procedures are intended to provide a description of recommended courses of action to comply with statutory or regulatory requirements and/or operational standards. It is recognized that there may be specific circumstances, not contemplated by laws or regulatory requirements that make compliance inappropriate. For advice in these circumstances, consult with the Departments of Risk Management and/or Legal Services, as appropriate.

REVIEW:

Origination: mm / yyyy
 Review / Revision: mm / yyyy, mm / yyyy
 Approved by the Graduate Medical Education Committee

Approved by: Joseph Patruno (Physician)	Approval Date: 12/27/2022
Version: 3	Publication Date: 12/27/2022
Original Creation Date: 06/15/2004	Next Review Date: 12/27/2025

I. POLICY:

Renewal of Graduate Trainee Agreement

At least four months (or thirty days, if the appointment period is nine months or less) prior to the end of graduate trainee's current appointment period, the Program Director or Associate Program Director shall provide an offer of reappointment to all graduate trainees meeting program requirements, detailing the terms and conditions of appointment, to graduate trainees in graduate training programs of more than one years duration.

Non-Renewal of Graduate Trainee Agreement

In instances where a graduate trainee's agreement is not going to be renewed, Lehigh Valley Health Network will provide the graduate trainee with a written notice of intent not to renew the "Trainee Agreement" no later than four months prior to the end of the graduate trainee's current agreement.

However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the agreement, the Lehigh Valley Health Network will provide the graduate trainee with as much written notice of the intent not to renew as the circumstances will reasonably allow and the offer will be rescinded. In the event an offer of reappointment in a contract has already been sent out, said offer shall be considered revoked given the necessity of satisfactory performance and conduct through the end of proceeding residency year is a prerequisite to advancing to the next year.

Graduate trainees who have received a written notice of intent not to renew their training agreement can refer to their Graduate Training Agreement, Appendix II, Schedule C - Procedure for Graduate Trainee Grievance, which can be accessed via the LVHN Internet (www.lvhn.org) or by contacting the GME office.

II. DEFINITIONS: N/A

III. PROCEDURE: N/A

IV. REFERENCES: N/A

V. ATTACHMENTS: N/A