

**LEHIGH VALLEY HOSPITAL
LEHIGH VALLEY HOSPITAL – MUHLENBERG
Graduate Medical Education**

GME Policy - Renewal and Non Renewal of Resident Agreement

I. 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.

II. 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with as much written notice of the intent not to renew as the circumstances will reasonably allow and the offer will be rescinded.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.

Approved by the Graduate Medical Education Committee

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