

**LEHIGH VALLEY HEALTH NETWORK
System Manual**

**GME – ELIGIBILITY, SELECTION, RECRUITMENT & APPOINTMENT OF RESIDENTS –
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"/> LVHN Surgery Center – VNA Road |
| <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 checked="" 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"/> Transitional Skilled Unit |

Medical and Dental Resident and Fellow Physicians

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: 6 / 2014
Review / Revision: 12 / 2021

Approved by the Graduate Medical Education Committee

Approved by: Joseph Patruno (Physician)	Approval Date: 01/07/2025
Version: 4	Publication Date: 01/07/2025
Original Creation Date: 06/14/2014	Next Review Date: 01/07/2028

I. POLICY

Eligibility and Selection of Graduate Trainees

It is the policy of Lehigh Valley Health Network and its sponsored residency and fellowship programs to adhere to all the guidelines published by the Accreditation Council for Graduate Medical Education (ACGME), or the guidelines of the American Dental Association's Commission on Dental Accreditation (CODA), or other accrediting body, as applicable. Eligible applicants will be selected on the basis of preparedness, ability, aptitude, academic credentials, communication skills, motivation and integrity. Graduate trainees will be selected for the various programs based upon their previous records and accomplishments. Applicants are selected for interviews by the residency/fellowship programs based on the specific program's eligibility criteria. All applicants will be hired according to LVHN Human Resources guidelines and policies, and in accordance with all applicable laws.

A. Graduate trainee eligibility:

1. Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited or, programs:
 - 1.1 Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
 - 1.2 Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
 - 1.3 Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - 1.3.1 Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
 - 1.3.2 Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training.
 - 1.3.3 Graduates of medical schools outside the United States who have completed a Fifth Pathway* program provided by an LCME-accredited medical school.
2. Applicants with one of the following qualifications are eligible for appointment to CODA-accredited, programs:
 - 2.1 Graduates of dental schools in the United States and Canada accredited by the American Dental Association's Commission on Dental Accreditation.
3. Applicants to non-ACGME and non-CODA accredited programs will be selected according to qualifications established by the applicable accrediting body and/or the hosting department.

B. Graduate trainee selection:

1. Lehigh Valley Health Network residency/ fellowship training programs will select eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, motivation and integrity. Lehigh Valley Health Network does not discriminate with regard to race, color, religion, sex, age, national origin, sexual orientation, veteran status, disability, gender identity or gender expression or other such protected classes as defined by law.
2. All programs will participate in an organized matching program, such as the National Resident Matching Program (NRMP), where such is available, and all programs will honor the commitment of all NRMP policies and procedures.
3. The appointment of fellows and other specialty residents or students must not dilute or detract from the educational opportunities of the regularly appointed specialty graduate trainees.

Financial Support, Benefits, and Conditions of Appointment

- A. Lehigh Valley Hospital provides all appointed graduate trainees with appropriate financial support and benefits to ensure each graduate trainee is able to fulfill the responsibilities of their educational program(s).
- B. Candidates of Lehigh Valley Hospital residency/ fellowship programs (applicants who are invited for an interview) are provided, in writing or by electronic means a program-specific summary of graduate trainee benefits which includes the terms, conditions, and benefits of appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the graduate trainees and their families;
- C. The graduate trainee conference benefit is given in accordance with the GME Continuing Education Funds for Graduate Trainees policy.
- D. Additional compensation to any graduate trainee, such as gift cards or any other monetary rewards, must be given and recorded in accordance with the LVHN Reward & Recognition (Cash and Non-Cash) policy.

Agreement of Appointment

- A. Lehigh Valley Hospital provides all graduate trainees with a written “Graduate Training Agreement” outlining the terms and conditions of their appointment. The Graduate Medical Education Committee monitors the implementation of these terms and conditions by the program directors. Lehigh Valley Health Network and the program directors ensure that graduate trainees adhere to established practices, policies, and procedures in all institutions to which graduate trainees are assigned.

Footnote for 1A 1.4

** A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).*

II. DEFINITIONS: N/A

III. PROCEDURE: N/A

IV. REFERENCES: N/A