

**LEHIGH VALLEY HEALTH NETWORK
System Manual**

GME – INSTITUTIONAL AGREEMENTS – DEPARTMENT OF EDUCATION (DOE)

SCOPE:

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

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| <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 checked="" 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

All ACGME and CODA approved postgraduate training programs at Lehigh Valley Health Network (LVHN).

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: 11 / 2013

Review / Revision: 12 / 2021

Approved by the Graduate Medical Education Committee

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| Approved by: Joseph Patruno (Physician) | Approval Date: 01/14/2025 |
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I. POLICY:

It is an ACGME Institutional Requirement that the Sponsoring Institution's GMEC develop and implement a formal written policy governing Institutional Agreements.

II. DEFINITIONS:

ACGME – Accreditation Council for Graduate Medical Education

CODA – Council on Dental Accreditation

GMEC – Graduate Medical Education Committee

Sponsoring Institution – The institution that assumes the ultimate responsibility for a program of GME

Participating Institution – The institution that provides some part of the resident's training outside of LVH.

III. PROCEDURE:

- A. LVHN retains responsibility for the quality of GME even when resident or fellow education occurs in other institutions.
- B. Current institutional agreements (i.e., master affiliation agreements and/or program letters of agreement) must exist between the sponsoring institution and all of its major and participating institutions, in accordance with ACGME and CODA requirements.
- C. LVHN must assure that each of its ACGME- or CODA accredited programs has established agreement (or memoranda of understanding) with its participating institutions in compliance with the specialty's program requirements. A copy of agreements covering recurrent rotations must be filed in the Department of Education's Graduate Medical Education office, in the Department of Finance, and as appropriate be uploaded to the respective accrediting body's information system.

The letter of agreement should:

- 1. Identify the faculty who will assume both educational and supervisory responsibilities for residents;
- 2. Specify their responsibilities for teaching, supervision, and formal evaluation of residents;
- 3. Specify the duration and content of the educational experiences; and
- 4. State the policies and procedures that will govern resident education during the assignment.

IV. REFERENCES: N/A