

**LEHIGH VALLEY HEALTH NETWORK
GME Policy**

GME Policy – Resident Meals

I. 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"/> Lehigh Valley Hospice |
| <input type="checkbox"/> Lehigh Valley Hospital – Hazleton | <input type="checkbox"/> Pocono VNA / Hospice |
| <input type="checkbox"/> Lehigh Valley Hospital – Pocono | <input type="checkbox"/> Lehigh Valley Home Care – Schuylkill |
| <input type="checkbox"/> Lehigh Valley Hospital – Schuylkill | <input type="checkbox"/> Lehigh Valley Home Care – Hazleton |
| <input type="checkbox"/> Transitional Skilled Unit | <input type="checkbox"/> LVHN Children’s Surgery Center |
| <input type="checkbox"/> Lehigh Valley Home Care | <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 East Stroudsburg Ambulatory Surgery Center | |
| <input type="checkbox"/> LVHN Ambulatory Surgery Center of Lopatcong (in New Jersey) | |

II. POLICY:

Lehigh Valley Health Network’s residency programs will fund a debit card/meal program for graduate trainee physicians.

- A. Individual debit card accounts will be established for all eligible LVHN graduate trainees.
- B. The graduate trainee accounts will carry a maximum dollar limit for the year. The residency programs will budget necessary funds to support graduate trainee meals for the academic year.
- C. Amounts will not be dependent, nor vary, based on the monthly rotation to which the graduate trainee is assigned.
- D. The hospital identification (ID) badge of each graduate trainee will serve as the actual debit card. If the graduate trainee does not present a valid hospital ID badge, the cafeteria staff will be unable to charge the graduate trainee account.
- E. The debit card account will be valid in the Food Court at the 17th campus, LVH-M Food Court, LVH-M Starbucks at the Family Health Pavillion and at the Food Court, Starbucks Coffee Cart and Coffee Shop at the CC campus and at the 1250 Café at Cedar Crest.
- F. Graduate trainees may carry a monetary balance in their account from month-to-month. Dollar amounts are valid for one academic year. Funds will not carry over to the next academic year.
- G. Graduate trainees will not receive any form of cash payment in lieu of debit card funds.
- H. The Food Services Department will maintain records of all graduate trainee on-call charges. The charges will be allocated via interdepartmental transfer on a monthly basis, and paid by the respective residency programs.

- I. In accordance with ACGME Institutional Requirement III.B.7.d).(1), which states that “*the Sponsoring Institution must ensure a healthy and safe clinical and educational environment that provides for access to food during clinical and educational assignments,*” LVHN provides for vending machine access to food 24/7 at each of its hospital locations.
- Access to hot food and multiple food options is available at each hospital cafeteria, during normal working hours (see Appendix 1).
 - When the cafeteria(s) are closed at one of the LVHN hospital campuses and a graduate trainee is on call and in need of a hot meal, an “after hour on-call meal service” is available to trainees at a cost of \$7 charged to their meal account. Graduate trainees may access this service with security escort to the kitchen where a variety of frozen entrees are available to them. Microwave ovens are available for use in the kitchen, the graduate trainee lounge and other designated areas throughout each of the hospitals. (see Appendix 2)
- J. While graduate trainees are at any other participating institutions for electives, trainees will have access to food according to the host institution policies.”

III. **DEFINITIONS:** N/A

IV. **PROCEDURE:** N/A

V. **REFERENCES:**

Appendix 1

Campus	Location	Hours of operation	Days per week
Cedar Crest	Main Café	1 am - 4 am M-F 5 am - 9 pm M-F 6:30 am - 9 pm S&S	S-S
Cedar Crest	1250	7:00 am – 2:00 pm	M-F
Cedar Crest	Starbucks	7:00 am – 4:00 pm	M-F
Cedar Crest	Boars Head	7:00 am – 2:00 pm	M-F
Muhlenberg	Main Café	6:30 am-7:00 pm	S-S
Muhlenberg	South	6:30 am-1:00 pm	M-F
Mack Building	Café	645 am -2:00 pm	M-F
17th street	Café	6:30 am – 2:00 pm	M-F
Coordinated	Allentown	7:00 am-6:30 pm	S-S
Coordinated	Bethlehem	7:00 am-6:30 pm	S-S
Coordinated	Tilghman	7:00 am-6:00 pm	S-S
Pocono	Café	6:30 am-10:30 am 11:15 am-7 pm	S-S
Schuylkill East	Café	6:30 am-10:00 am 11:00 am-6:00 pm	S-S
Schuylkill South	Café	6:30 am-10:00 am 11:00 am-1:30 pm 4:30 pm-6:00 pm	M-F
Hazleton	Café	7:00 am-7:00 pm M-F 7:00 am -130 pm S&S	S-S

Appendix 2

Resident/Fellow Meals Off-Hours Procedure

In order to ensure the availability of food for residents/fellows 24/7, Food Services/Security can provide special access to food/meals upon request when the cafeterias are closed.

Cafeterias/Regular Hours

Trainees are asked to make an effort whenever possible to access food during operational hours:

Cedar Crest Main Cafe:

- 5:00 am - 9:00 pm and 1:00 am-4:00 am Monday through Friday
- 6:30 am-9:00 pm Saturday and Sunday

Muhlenberg:

- 6:30 am-7:00 pm daily - Main Café
- 6:30 am-9:00 pm daily - Starbucks

17th & Chew:

- 6:30 am-2:00 pm Monday through Friday - Main Café
- 10:00 am-6:00 pm daily - Gift Shop

Procedure

1. If a trainee needs a meal outside cafeteria hours, the trainee should ask for a Security escort/Security access to the cafeterias at LVH-Cedar Crest, Muhlenberg or 17th & Chew.
2. Trainees can select available items from the open-air grab-n-go coolers or beverage coolers.
3. The trainee should document on the food log the following information:
Date, Name, Badge #, Department, Department Cost
Center, Items taken. The log will be located at the following locations:
 - Cedar Crest – next to wall phone by the registers
 - Muhlenberg – next to wall phone going into the kitchen
 - 17th & Chew – on counter near grab-n-go cooler

We ask that trainees consider this process the exception. Trainees are encouraged to seek out food during regular cafeteria hours. In cases when this is not possible, trainees can request access to cafeterias to obtain food. Note that for security purposes, Security must stay with them and lock up when they leave.

Payment

If the trainee has a stipend for food, Food Services will charge the amount due against their allowance by entering their purchases in the register the next day. If the trainee does not have a stipend for food, the trainee will establish an account to charge against their own personal debit/credit card by contacting Brian H Marsh at 570-412-1136 or brianmarsh@iamorrison.com.

Notes

- This option will allow the resident to select their preference of foods and should address any concerns regarding food allergies or restrictions.
- The selection of items in the café includes pre-made salads, sandwiches, yogurts,

- puddings, jello, fruit, bagged snacks and beverages.
- The charge for items is the price of each item as labeled.

Questions Contact:

Brian H Marsh
 regional director
 morrison healthcare
 570-412-1136
brianmarsh@iammorrison.com

VI. ATTACHMENTS / FORMS: N/A

VII. 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 and the Ethics Committee, as appropriate.

VIII. REVIEW:

Origination: 07 /2005
 Review / Revision: mm / yyyy, mm / yyyy

Approved by the Graduate Medical Education Committee

Approved by: Margaret Hadinger (Dir Grad Med Educ / Dio)	Approval Date: 10/28/2020
Version: 2	Publication Date: 10/28/2020
Original Creation Date: 07/01/2005	Next Review Date: 11/13/2023

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