

**LEHIGH VALLEY HEALTH NETWORK
System Manual**

GME – RESIDENT MEALS – 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 checked="" 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 | |

Medical and Dental Resident and Fellow Physicians

LINKS TO ATTACHMENTS:

[Appendix 1](#)
[Appendix 2](#)

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: 7 / 2005
Review / Revision: 10 / 2020

Approved by the Graduate Medical Education Committee

Approved by: Margaret Hadinger	Approval Date: 11/20/2023
Version: 3	Publication Date: 11/20/2023
Original Creation Date: 07/01/2005	Next Review Date: 11/20/2026

I. 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.
 - a. Access to hot food and multiple food options is available at each hospital cafeteria, during normal working hours (see Appendix 1).
 - b. Meals are available through the self-checkout kiosk around the clock. Trainee badges allows self-checkout. 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) Frozen meals are available in the Emergency Department.

J. While graduate trainees are at any other participating institutions for electives, trainees will have access to food according to the host institution policies.

II. **DEFINITIONS:** N/A

III. **PROCEDURE:** N/A

IV. **REFERENCES:** N/A

V. **ATTACHMENTS:**

[Appendix 1](#)

[Appendix 2](#)

Appendix 1

Cedar Crest	Main Café	6:30am – 7:00pm 24 Hour Badge Access	S-S
Cedar Crest	1250	7:00 am – 2:00 pm	M-F
Cedar Crest	Starbucks	7:00 am – 3:00 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	7:00 am -2:00 pm	M-F
17th street	Café	7:00 am – 2:00 pm	M-F
Coordinated	Allentown	7:00 am-6:00 pm Mon-Fri 7:00-4:00pm Sat & Sun	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	Cafeteria currently closed	
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

Cafeterias/Regular Hours

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

Cedar Crest Main Cafe:

- 6:30am – 7:00pm
- 24 Hour Badge Access

Muhlenberg:

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

17th & Chew:

- 7:00 am-2:00 pm Monday through Friday - Main Café
- 10:00 am-6:00 pm daily - Gift Shop

Procedure

Meals are available through the self-checkout kiosk around the clock. Trainee badges allows self-checkout.

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. If the trainee does not have a stipend for food, the trainee will charge against their own personal debit/credit card at the register.”

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:

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