

**LEHIGH VALLEY HOSPITAL AND HEALTH NETWORK  
GRADUATE MEDICAL EDUCATION POLICY**

**RENEWAL/NON-RENEWAL OF RESIDENT AGREEMENT**

<b>GMEC POLICY NO.</b>	<b>2005.10</b>
<b>Effective Date</b>	<b>6/15/04</b>
<b>Revision Date</b>	<b>4/05</b>
<b>GMEC Approval</b>	<b>5/9/05</b>

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I. Renewal of Resident Agreement

At least four months (or thirty days, if the appointment period is nine months or less) prior to the end of a resident's current appointment period, the Department Chair or Program Director shall provide an offer of reappointment, detailing the terms and conditions of appointment, to residents in residency programs of more than one years duration.

II. Non-Renewal of Resident Agreement

In instances where a resident's agreement is not going to be renewed, the Lehigh Valley Hospital and Health Network will provide the resident with a written notice of intent not to renew the "Resident Agreement" no later than four months prior to the end of the resident'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 Hospital and Health Network will provide the residents with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the agreement.

**Residents who have received a written notice of intent not to renew their training agreement can institute the institution's Resident Grievance or Fair Hearing policy, which can be accessed via the LVHHN Intranet, Internet ([www.lvhhn.org](http://www.lvhhn.org)) or by contacting the GME coordinator.**

**Approval: Graduate Medical Education Committee: June 15, 2004**

**Revised: June 22, 2004**

Reviewed: May 9, 2005 GMEC

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Sara S. Viessman, MD, Chair, GMEC, DIO

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Date

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William Miller, MD, Chair, Community Health/Health Studies    Date

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Ronald Swinfard, MD, Chief Medical Officer    Date