

**LANCASTER GENERAL HOSPITAL
ACGME POLICIES**

In Reference to ACGME Institutional Requirements – Effective July 1, 2022

IV.C.1. Institutional GME Policies and Procedures: The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment. (Core)

Process Name:	GME Applicant Contract Process
Effective Date:	09/25/2023
Who is the policy's expert(s):	Program Director, Program Manager, Recruitment Administrative Assistant
To Whom does the policy apply:	Applicants to ACME accredited Graduate Medical Education programs sponsored by Lancaster General Hospital
Process:	<ol style="list-style-type: none"> 1.) The LGH GME appointment contracts are review annually by Program Directors, the DIO, and GMEC, and as needed by LGH General Counsel, with adjustments made when required. 2.) Upon receipt of National Resident Matching Program results, individual contracts are prepared by program staff, using the approved contract template. 3.) Completed contracts are sent electronically to the individual resident/fellow via New Innovations© for review and acceptance. 4.) Once electronically signed by the resident/fellow, the Program Director and DIO received notification of this action, and access to countersign the contract. 5.) When fully executed a copy is returned to the resident/fellow in PDF format, copies are retained in New Innovations©, and forwarded to the LGH Contract Management system for filing and cataloging, and copy is printed for their residency file. 6.) A new contract is issued for each year of training, and the process for matriculating residents/fellows is conducted at the same time and the same manner as a PGY1 contract. 7.) The DIO is able to track and ensure compliance based on the contracts being returned for their signature, as they are the last ones to be applied. In addition, compliance for the return of fully executed resident/fellow contracts are tracked within each program, and the information is easily referenced in the electronic system(s).