

### **Graduate Level 1 Appointments**

First-year Preliminary and Categorical positions are filled through the National Resident Matching Program. For more information, please visit the NRMP website: <http://www.nrmp.org/>

### **Eligibility for Appointment**

All residents and fellows must meet eligibility requirements for entry into Graduate Medical Education as outlined by the ACGME and the Graduate Medical Education Accredited Residency and Fellowship Program Eligibility Requirements prior to commencement of training. As part of this policy, all new hires are required to complete the following:

1. Pre-employment health screening with Occupational Medicine.
2. Pre-employment drug screening.
3. Criminal Background check.

### **Start Dates/Orientation**

Most resident and fellow appointments start June 26 (for 1<sup>st</sup> year Residents) or the second Monday of July (for PGY2 through Fellowships). Participation in GME Resident/Fellow Orientation is mandatory. Notification of the date for the GME Orientation will be announced closer to the start date. Program specific orientations are separate and are scheduled by each individual program.

### **Licensure**

All Residents and Fellows in ACGME accredited programs must be eligible to obtain, at minimum, a New Hampshire Training License.

### **Professional Liability Coverage**

Professional liability coverage is provided to all residents and fellows by the Hamden Assurance Risk Retention Group, Inc. Primary limits are \$1 million each claim and \$3 million aggregate. Residents and fellows are covered by the Dartmouth-Hitchcock Professional Liability Policy only when practicing within the scope of their Mary Hitchcock Memorial Hospital employment.

### **Vacations**

Residents and fellows at all levels are given the following as paid time per training year:

- 15 vacation days
- 5 sick/personal days

There is no roll-over or accumulation of paid time off, all vacation, sick/personal and holiday comp days must be taken in the current training year.

### **Medical Insurance**

The GME health plan is an employer paid PPO plan, administered by Harvard Pilgrim Health Care. Spouses, dependents, domestic partners and their minor children are covered for most services at the \$0 (zero) deductible level for in-network services. The residents and fellow contribution is at the lowest tier of premiums for the GME plan.

**Coverage begins on the first day of your Agreement.**

### **Dental Insurance**

Coverage is provided by Northeast Delta Dental. There are 2 levels, basic and enhanced. **Coverage begins on the first day of your Agreement.**

### **Life Insurance**

All residents and fellows are insured for one times their stipend, rounded to the next higher \$1,000, subject to a maximum of \$100,000 through term insurance from The Hartford. Supplemental coverage is also available.

### **Short Term Disability**

Dartmouth-Hitchcock (D-H) provides residents and fellows with Short Term Disability coverage equal to 100% of base salary for up to 90 days. This benefit begins immediately following determination of disability. Any illness/disability lasting more than 1 week requires an application for Short Term Disability benefits through The Hartford. **Coverage begins on the first day of your Agreement.**

**Long Term Disability**

Long-term disability benefits at 80% of your stipend may begin on your 91<sup>st</sup> day of disability. Application for long-term coverage through The Hartford is recommended by the 60<sup>th</sup> day of illness if you anticipate being out for more than 90 days due to a qualifying disability. **Coverage begins on the first day of your Agreement.**

**Health Care Reimbursement Program and Dependent Care Assistance Program**

The Health Care Reimbursement Program (HCRP) and The Dependent Care Assistance Program (DCAP) are both offered under the Flex Plan to provide you with tax-effective ways to pay for medical and dental services outside of the Medical and Dental Plans as well as dependent care expenses resulting from the employment of an employee and spouse. Both plans use pre-tax dollars and are voluntary.

**Tobacco Free Workplace**

Dartmouth-Hitchcock is a tobacco free workplace. It is a violation of Dartmouth-Hitchcock policy to use tobacco products or properties, whether leased or owned.

**DHMC Pharmacy**

DHMC has an onsite retail pharmacy. Co-pays for prescriptions obtained through our on-site pharmacy are discounted through the Health Plan. Payroll deduction is available for pharmacy charges.

**Meals**

Residents and fellows that are required to be in-house, on-call overnight are entitled to a meal allowance. Meal cards will be issued to residents and fellows at orientation if applicable. Meal cards may be used in the Cafeteria and at Cravin's General Store. Food is also available in the food court area in the main mall on Level 3.

**Living Quarters**

Private call rooms are provided for the use of GME residents and fellows in ACGME accredited programs. Call rooms are designated for in-house rotations requiring overnight call. An exercise room, kitchen and living room are also provided within the call room area.

**Coats/Scrubs**

Residents and fellows are issued 4 white coats for their entire period of training. White coats are laundered free of charge. When required, scrubs are issued at the program level and are laundered free of charge.

**Parking and Security**

Free parking is provided on the Dartmouth-Hitchcock premises. Patrol of the facilities, unlocking doors, escorts to vehicles, assisting with cars that will not start at night, helping with flat tires, lost and found department, and general response to problems are part of the assistance provided by Dartmouth-Hitchcock Security.

**Education Fund**

Each training program is provided with discretionary funds intended to support resident and fellow attendance at educational or professional meetings, conferences, courses or other educational needs.

**Child Care**

A child care facility for children of Dartmouth-Hitchcock personnel is in operation on the Lebanon campus. There is a sliding fee scale based upon your income and payroll deduction is available. Those interested should apply as early as possible by calling 603-643-6504.

**Loans**

The Hitchcock Foundation's Residents Revolving Loan Fund offers small interest-free emergency loans to assist with living expenses. Repayment can be deferred until completion of training at this Hospital. Those interested should visit The Hitchcock Foundation's website at

[http://med.dartmouth-hitchcock.org/hitchcock\\_foundation/residents\\_revolving\\_loan\\_fund.html](http://med.dartmouth-hitchcock.org/hitchcock_foundation/residents_revolving_loan_fund.html)

**Dartmouth-Hitchcock Employee Investment Plan — 403(b) Plan**

House Staff are eligible to participate in the Dartmouth-Hitchcock Employee Investment Plan – the 403(b) Plan. You may save up to 100% of your income per year, subject to IRS maximums\*\*, through:

- 403(b) Pre-tax contributions,
- 403(b) Roth After-tax contributions, or
- A combination of both types of savings.

For more information, please visit the appropriate program page at <http://gme.dartmouth-hitchcock.org/programs.html> or contact the GME Office at the number listed below:

Graduate Medical Education Office  
Dartmouth-Hitchcock  
One Medical Center Drive  
Lebanon, NH 03756  
(P) 603-650-5748  
(F) 603-650-5754  
[GME.office@hitchcock.org](mailto:GME.office@hitchcock.org)