

Departmental Policy Title	Resident Agreement of Appointment Policy - GME	Policy ID	11265
Keywords	Agreement, Appointment, Contract, Reappointment		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

This purpose of this policy is to define the responsibilities for appointment and reappointment of a Resident participating in Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs at Dartmouth Hitchcock (DH).

II. Policy Scope

The policy applies to Residents, Program Directors, and Program Coordinators of ACGME-accredited residency and fellowship programs and to Graduate Medical Education (GME) Office staff at DH.

III. Definitions

- **Agreement of Appointment:** The document which identifies information on stipends, benefits (inclusive of health insurance accessible to Residents and their eligible dependents), professional liability coverage, and disability insurance accessible to Residents
- **Resident:** Any physician in an ACGME-accredited GME program including residents and fellows.

IV. Policy Statement

A. Responsibility

- Annual Program Responsibilities:
 - Appoint/reappoint each Resident participating in the training program via the Residency Management System, MedHub.
 - Program Director co-signature on the Agreement of Appointment in MedHub.
 - Update Resident status in the ACGME Accreditation Data System (ADS).
 - Submit a completed *Training Qualification Credential Verification Letter* (TQCVL) to the GME office for all Residents rotating at the VAMC.
 - Contact the GME Office for the most up-to-date TQCVL template.
- Annual GME Office Responsibilities:
 - Complete the Resident Agreement of Appointment to include the following information:
 - Resident name

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Approval Date: 03/03/2025

- Program/level of training
- Duration of appointment
- Stipend
- GME Director co-signature on the Agreement of Appointment.
- Submit the Medical Director Letter to Medical Staff Office.
- Annual Resident Responsibilities:
 - Review and sign the Agreement of Appointment.

B. Agreement of Appointment

- Training program leadership and the GME Office must work together to ensure that each Resident has a current, signed Agreement of Appointment on file in MedHub.
- Failure or refusal by a Resident to sign the Agreement of Appointment may result in:
 - Loss of pay
 - Loss of clinical privileges
 - Cancellation of training licensure

V. References

ACGME Institutional Requirements (2022). Retrieved from ACGME.org.

Responsible Owner:	Graduate Medical Education	Contact(s):	Karen Miller
Approved By:	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents	Version #	4
Current Approval Date:	03/03/2025	Old Document ID:	
Date Policy to go into Effect:	03/03/2025		
Related Policies & Procedures:	Resident Promotion Policy - GME		
Related Job Aids:			

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