

### **Graduate Level 1 Appointments**

First-year house staff 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 house staff 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 house staff appointments start June 26 (for 1<sup>st</sup> year Residents) or July 1<sup>st</sup> (for PGY2 through Fellowships). A GME Resident/Fellow Orientation is mandatory. Program specific orientations are separate and take place as mandated by each individual program.

### **Licensure**

All house staff 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 three weeks of paid vacation time per training year.

### **Medical Insurance**

The House Staff health care plan is an employer paid PPO plan, administered by Anthem BlueCross BlueShield. Spouses, dependants, domestic partners and their minor children are covered for most services at the \$0 (zero) deductible level for in-network services. **Coverage begins on the first day of your contract.**

### **Dental Insurance**

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

### **Life Insurance**

All House Staff are insured for one times their stipend, rounded to the next higher \$1,000, subject to a maximum of \$50,000 through term insurance from The Hartford. Supplemental coverage is also available.

### **Sick Leave/Short Term Disability**

You have 90 days of paid sick leave per training year at your full stipend, through GME. Any illness/disability lasting more than 2 weeks requires an application for Short Term Disability benefits through The Hartford.

### **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.

### **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**

Effective July 1, 2008, DHMC is a tobacco free workplace. It is a violation of DHMC policy to use tobacco products on DHMC 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**

House staff who are required to be in-house, on-call overnight, are entitled to a meal allowance. Additionally, all employees receive a discount on meals in the Cafeteria as well as the East Mall Cafe. Food is also available for purchase in the food court area in the main mall on level 3.

### **Living Quarters**

Private call rooms assigned by department are provided for the use of GME house staff. Call rooms are designated for in-house rotations requiring overnight call. An exercise room, kitchen and living room are also provided for house staff in the call room area.

### **Coat/Scrubs**

Residents and Fellows are issued two coats their first year and 2 additional coats each year upon request. Scrubs are available for the surgical specialties and for those departments which require them.

### **Parking and Security**

Free parking is provided on the Hospital 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 Hospital Security.

### **Education Fund**

Each training program has some discretionary funding available for support of house staff attendance at educational or professional meetings, conferences, for books, courses or other educational needs.

### **Day Care**

A day care facility for children of Medical Center 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](#).

For More Information, please visit the appropriate program page at [http://www.dhmc.org/gme\\_programs](http://www.dhmc.org/gme_programs) or contact the GME Office at the number listed below

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