General Information
2004-2005 Training Year

Stipends
Stipend levels are paid commensurate with the responsibility of the training position. All house staff training in the same program level are paid the same stipend level.

- GL1 $40,540
- GL2 $42,750
- GL3 $45,140
- GL4 $47,290
- GL5 $49,750
- GL6 $52,150
- GL7 $54,470

Vacations
House staff at all levels are allowed three weeks time off per training year.

Coat/Scrubs
Coats and scrubs are supplied to the house staff and are paid for and laundered by the Hospital. House staff are given two coats their first year and additional coats each year as requested for a total of two per year. House staff may also purchase their own coats, and be reimbursed to the level of the amount paid by the Hospital, in place of the coats supplied by the Hospital. Photo identification cards are used to obtain scrubs within the Hospital.

GME Leave Policy
The Family and Medical Leave Act provides Family Leave for the birth of a son or daughter of the house staff member and to care for such son or daughter; the placement of a son or daughter with house staff member for adoption or foster care; to care for spouse, son, daughter or parent of house staff member if such have a serious health condition; or a there is a serious health condition that makes the house staff member unable to perform the functions of the position of such house staff officer. Personal, professional or military leaves are also granted. Any leave of absence is in accordance with the terms and conditions stated in the GME Red Book policy manual, as well as Federal and State regulations, and program training obligations.

Professional Liability Coverage
The Lexington Insurance Company is part of the American International Group, one of the largest insurance groups in the world. Primary limits are $1 million per occurrence and $3 million aggregate. Residents who complete their training and leave Mary Hitchcock Memorial Hospital will be covered for claims made subsequent to their departure.

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.

Meals
House staff who are officially on-call, in-house, overnight, are entitled to a meal allowance to be used in the hospital cafeteria. All employees receive a discount on cafeteria meals. House staff are provided bread, peanut butter, jelly, coffee, tea and soup, as well as other various foods made available in the call room kitchen for those on-call. Food is also available for purchase in the Hospital’s restaurant and store facilities.
Living Quarters
Call room quarters are provided for the use of GME house staff. Call rooms are designated for in-house rotations requiring call, in the hospital, overnight. An exercise room, kitchen and living room are also provided for house staff in the call room area.

Parking
Free parking space is provided on the Hospital premises.

Security
Patrol of the facilities, unlocking doors, providing escorts to vehicles, assisting with cars that will not start at night, lost and found department and general response to problems are part of the assistance provided by security.

House Staff Association
The House Staff Association is comprised of house staff in GME accredited training programs at Dartmouth Hitchcock Medical Center. The purpose of the Association is to provide house staff representation as it pertains to the Institution. The House Staff Association is provided equal representation at the GME Advisory Committee meetings, organizes extracurricular activities, provides advocacy for residents in matters of grievances and due process; shares and exchanges information, and responds to administration about proposals that might effect house staff.

The House Staff Association elects Officers on an annual basis. The President, Vice President, Secretary and Treasurer act as the Executive Committee for the HSA. They are representative on committees including the GME Advisory Committee, the General Competencies Committee and the Social Committee.

Pre-employment Drug Testing
There is presently no pre-employment drug testing requirement at Dartmouth-Hitchcock Medical Center.

Non-competition Clause
There is no requirement that house staff sign a non-competition clause as part of their Resident or Fellow Agreement.

Graduate Level 1 Appointments
Most first-year house staff positions are filled through the National Resident Matching Program. For information about this system, you may contact the dean of your school or write to the National Residency Matching Program, 2501 M Street, NW, Suite 1, Washington, DC 20037-1307 or call 1-202-828-0676 if you are a student or 1-202-828-0566 if you are an independent applicant. The NRMP website is also helpful: http://nrmp.aamc.org/nrmp/index.htm

Sick Leave Policy
Sick Leave is offered to all house staff and consists of up to 90 days of leave at full pay per training year, regardless of training level.

Disability Plan
Coverage underwritten by Northwestern Mutual Life Insurance Company includes 80% of stipend up to $3,750 per month. Coverage is to age 65, including total and partial disabilities and includes COLA benefit and is convertible to individual coverage.

Life Insurance
Life Insurance equivalent to the appropriate stipend level is provided at no cost. Additional term life insurance is also available at low cost to house staff.
**Hospital Health Insurance**
Health care coverage for house staff is administered through Comprehensive Benefits Administrator, Inc. (CBA). Spouses, domestic partners and their children are covered for most services at little cost to the house officer. The House Staff Summary Plan Description describes the benefits available to house staff members of GME training programs sponsored by the Hospital.

**Housing**
House staff are eligible to apply for a limited number of one or two bedroom rental units offered by the Hospital.

**Day Care**
A day care facility for children of house staff and Medical Center personnel is in operation on the Lebanon campus.

**Dartmouth College Status**
All GME house staff are designated “Postdoctoral Medical Fellows of Dartmouth College”, or “Employees”.

**Loans**
The Hitchcock Foundation will provide house staff with small emergency loans to assist with living expenses. Repayment can be deferred until completion of training at this Hospital.

**Dental Coverage**
An optional dental plan is available to house staff and their families. Cost is shared 50/50 by house staff and the hospital.

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<th>Annual Cost</th>
<th>Pay Period Cost</th>
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* Double means either for the employee and spouse or employee and one child

**Dates**
Most house staff will begin their training on June 26 or July 3, following mandatory GME Orientation sessions. Program orientations are separate and take place on other dates as per the programs themselves.

**Interview**
A personal interview is required for application to all training programs. For details, refer to the appropriate program brochure and description. You may also visit our Web site: [www.dartmouth-hitchcock.org/pages/GME](http://www.dartmouth-hitchcock.org/pages/GME)

House staff appointments are made on the basis of the applicant’s preparedness, ability, aptitude, academic credentials, communications skills and personal qualities such as motivation and integrity. House staff appointments are made without regard to sex, race, age, religion, color, national origin, disability, sexual orientation or veteran status.

For More Information, call or write the program directly at:

**Graduate Medical Education Office**
Dartmouth-Hitchcock Medical Center
One Medical Center Drive
Lebanon, NH 03756

603-650-5748 (V)
603-650-5754 (F)
[www.dartmouth-hitchcock.org/pages/GME](http://www.dartmouth-hitchcock.org/pages/GME)

GME 09-15-2003