



GME CLOSURE AND REDUCTION POLICY

Policy Title: GME Closure and Reduction Policy

Policy Number:

Applies to: ESFCOM Sponsored Residency and Fellowship Programs, Trainees

Date: 05/17/18

1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to maintain and ensure support for its residents and fellows enrolled in its Graduate Medical Education (GME) programs in the event of program size reduction, program closure, or institutional closure.

2.0 Definitions

Annual Program Evaluation (APE): Written documentation of a formal, systematic evaluation of the curriculum and overall residency/fellowship program submitted, through the program via the Program Evaluation Committee (PEC), to the GMEC annually.

Designated Institutional Official (DIO): The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all of the ACGME-accredited programs.

Primary Clinical Site: If the sponsoring institution is a hospital, it is by definition the principal or primary teaching hospital for the residency/fellowship program. If the sponsoring institution is a medical school, university, or consortium of hospitals, the hospital that is used most commonly in the residency/fellowship program is recognized as the primary clinical site.

Program Director: The one physician designated with authority and accountability for the operation of the residency/fellowship program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME.

Trainee: a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

Residency Review Committee (RRC): The function of a Review Committee is to set accreditation standards and to provide a peer evaluation of residency programs and fellowships (or, in the case of the Institutional Review Committee, to set accreditation standards and to provide a peer evaluation of sponsoring institutions).

Special Review: The process in which the Sponsoring Institution demonstrates effective oversight of underperforming programs. The Special Review protocol establishes criteria

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for identifying underperformance resulting in a report that describes the quality improvement goals and corrective actions including GMEC monitoring of outcomes.

Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, an educational foundation).

Withdrawal of Accreditation: A Review Committee determines that a program or sponsoring institution has failed to demonstrate substantial compliance with the requirements.

3.0 Responsibilities

GMEC through the DIO; Associate Dean for GME; Assistant Regional DIOs

4.0 Procedures

ESFCOM is committed to providing a high quality educational experience for all residents and fellows enrolled in ESFCOM sponsored GME programs.

Reduction in Trainee Complement

- A. Actions and procedures that may lead to reduction in GME Trainee complement include, but are not limited to:
 - Voluntary reduction due to decreased financial or educational resources to support adequate training in the program;
 - Non-voluntary reduction by the ACGME Resident Review Committee (RRC) or other relevant accreditation bodies.
- B. When reduction in Trainee complement is deemed necessary, the Graduate Medical Education Committee (GMEC) and individual programs shall make every attempt to reduce the Trainee Complement over a period of time.

Closure of a GME program

- A. Actions and procedures that may lead to closure of a GME program include, but are not limited to:
 - Failure of the training program to comply with the accreditation requirements by the ACGME RRC or other relevant accreditation bodies;
 - Voluntary withdrawal of accreditation of the GME program
 - Failure of the training program to correct concerns and/or comply with recommendations of the GMEC based on the Annual Program Evaluation or Special Review conducted by the GMEC;
 - Decreased financial or educational resources to support the training program;
 - Reallocation of positions among other GME programs;
 - No GME Trainees have matriculated into the program for six or more consecutive years.

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In the event that a program must reduce the size of or close the program due to an adverse action of the ACGME or involuntary loss of a training site, the Program Director must notify the GMEC, the Designated Institutional Official (DIO), and the program's trainees within 15 days of receiving notification of the involuntary reduction or closure. Programs that wish to voluntarily reduce the size of the program or to withdrawal accreditation must obtain prior approval for the reduction or closure from the DIO before notifying the ACGME and the program's trainees. When a GME program is deemed closed, the GMEC will issue a letter of notification to the affiliate institution, the program, the applicable department chair, and/or its parent program when the program is a dependent subspecialty or sub-sub specialty program.

Should ESFCOM as the Sponsoring Institution intend to reduce the size of or close one or more ACGME-accredited programs, or if ESFCOM intends to close, the Dean or designee must inform the GMEC, DIO, programs, residents and fellows as soon as possible of the decision. In the event of an ESFCOM GME program reduction or closure, or closure of the institution, ESFCOM and the program will work collaboratively to ensure that residents/fellows currently enrolled in the program are able to complete their education within the program or will assist trainees in enrolling into another ACGME-accredited program in which they may continue their education.

5.0 Related Policies

GME Disasters Policy; Special Review Policy

6.0 Key Search Words

Closure; Reduction; Special Review

7.0 Revision History

Original Approval	Policy number	Revision Date Approval
May 17, 2018		

Responsible Office: Designated Institutional Official; GME Office

Policy Contact: GME Office, GME Director, Institutional Coordinator

Supersedes: N/A