



GME DISASTER POLICY

Policy Title: GME Disaster 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 financial and administrative support for its GME programs and its Trainees in the event of a disaster and/or interruption in patient care. If necessary, ESFCOM will abide by the Accreditation Council for Graduate Medical Education Policies and Procedures to address Extraordinary Circumstances (Subject 21.00).

2.0 Definitions

Accreditation Council for Graduate Medical Education (ACGME): The ACGME is responsible for the accreditation of post-MD medical training programs within the United States.

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.

Disaster: (applied for the purpose of this policy) an event or set of events, natural or otherwise, causing significant alteration to the educational experience of an ESFCOM training program, affiliated institution, or Sponsoring Institution

Extraordinary Circumstance: A circumstance that significantly alters the ability of a sponsor and its programs to support Trainee education (ACGME Policies and Procedures Subject 21.00).

Extreme Emergent Situation: A local event (such as a hospital-declared disaster for an epidemic) that affect Trainee education or the work environment but does not rise to the level of an Extraordinary Circumstance as defined in the ACGME Policies and Procedures (Subject 21.00).

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.

3.0 Responsibilities

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

4.0 Procedures

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Trainees in ACGME accredited programs are considered essential personnel. In the event of a disaster, all Trainees shall report to work as scheduled unless personally notified by their supervisor or if reporting to work would put the Trainee at risk. ESFCOM GME will continue administrative and financial support throughout the disaster if possible. In the event that such a disaster or its aftereffects warrant reduction or closure of a program(s), then the Reduction/Closure Policy will take effect. A Trainee roster containing contact information for all ESFCOM Trainees is maintained in the ESFCOM GME Management System and is available to faculty, staff, and Program Directors.

If, because of a disaster, an adequate educational experience cannot be provided for each Trainee, ESFCOM will:

For a Temporary Transfer

- Arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience for each of its Trainees.
- Create Emergency GME Affiliation Agreements retroactive to the date of the disaster to incorporate new host hospitals, even if the host hospital is outside the affected area.
- Inform each transferred Trainee of the minimum duration of his/her temporary transfer, and continue to keep each Trainee informed of the minimum duration. If and when a program decides that a temporary transfer will continue to and/or through the end of the academic year, it must so inform each such transferred Trainee.

For a Permanent Transfers

- If a disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time, then permanent transfers will be arranged and ESFCOM will continue to pay the Trainee stipend and benefits through the end of the current Trainee agreement or until the Trainee has been placed in a non-ESFCOM training site, whichever comes first.
- Cooperate in and facilitate permanent transfers to other programs/institutions. Programs/institutions will make the keep/transfer decision expeditiously so as to maximize the likelihood that each Trainee will complete the year on schedule.

The Designated Institutional Official (DIO) will notify the ACGME Institutional Review Committee Executive Director with information and/or requests for information. When appropriate, the DIO and/or Program Directors will contact executive directors of specific residency review committees (RRCs) and appropriate certifying boards.

Within ten (10) days after the disaster or invocation of the Extraordinary Circumstances policy (Subject 21.00), the DIO or designee(s) will contact the ACGME to receive the timelines the ACGME has established for its programs. These timelines will establish deadlines for the Sponsoring Institution to:

- submit program reconfigurations to the ACGME, and
- inform each program's Trainees of the decision to reconstitute the program and/or transfer the Trainees either temporarily or permanently.

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The due dates for submission shall be no later than 30 days after the disaster or invocation of the Extraordinary Circumstances policy unless other due dates are approved by the ACGME.

5.0 Related Policies

GME Reduction/Closure Policy

6.0 Key Search Words

Disaster; Temporary Transfer; Permanent Transfer
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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