

GMEC DISASTER POLICY

SUBJECT

CONTINUATION OF ADMINISTRATIVE AND FINANCIAL SUPPORT FOR GRADUATE MEDICAL EDUCATION IN THE EVENT OF A DISASTER

PURPOSE

As per Section I.B.8 of the 2007 ACGME Institutional Requirements: “The Sponsoring Institution must have an institution-wide policy that addresses continuation of GME financial and administrative support for programs to continue the education of all residents in the event of a disaster (See ACGME Policies and Procedures II.G.8)”

Therefore, the purpose of this policy is to:

1. Provide a policy that addresses the continuation of financial and administrative support of ACGME-accredited graduate medical education programs and,
 2. To ensure the continued education of all residents in the event of a disaster as per ACGME Institutional Requirement II.G. 8.
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DEFINITIONS

Disaster: An event or set of events causing significant alteration to the residency experience at one or more of the ACGME accredited residency programs. In general, the event(s) is sudden, calamitous and is associated with damage, loss or destruction to the major teaching site for graduate medical education.

ACGME: Accreditation Council for Graduate Medical Education

DIO: Designated Institutional Official who may also serve as the Director, Graduate Medical Education.

Program: An ACGME accredited program functioning under the sponsorship of LAC+USC Medical Center. The list of approved programs is maintained in the Office of Graduate Medical Education and on the ACGME web site.

Sponsoring Institution: USC/LAC+USC Medical Center

Resident: An intern, resident or fellow paid by LAC+USC Medical Center who is enrolled in an ACGME accredited residency program.

POLICY

Insofar as a LAC+USC Medical Center or any of its programs cannot provide at least an adequate education experience for each of its residents because of a disaster, USC/LAC+USC Medical Center must (a) arrange temporary transfer to other programs/institutions until such time as the residency/fellowship program can provide adequate educational experience for each of its residents/fellow at USC/LAC+USC Medical Center, or (b) assist the residents in permanent transfers to other programs/institutions, i.e., enrolling in other ACGME-accredited program in which they can continue their education.

In the event of a disaster, USC/LAC+USC Medical Center will continue to provide the same level of financial support and administrative support to the extent possible as it did prior to the disaster until transfer of financial and/or administrative support is documented in writing with the receiving institution.

PROCEDURE

1. The DIO or designee will notify the ACGME of a disaster as soon as reasonably possible.
2. The DIO or designee will document to administration that the ACGME has posted a notice of declaration of the disaster on the ACGME website (acgme.org) with information relating to the ACGME response to the disaster.
3. The DIO or designee in consultation with administration and program directors will (a) arrange temporary transfer to other programs/institutions until such time as the residency/fellowship program can provide adequate educational experience for each of its residents/fellow, or (b) assist the residents in permanent transfers to other programs/institutions, i.e., enrolling in other ACGME-accredited program in which they can continue their education. In the event that more than one program/institution is available for temporary or permanent transfer of a particular resident, the transferee preferences of each resident must be considered by the transferring program/institution. Programs must make the keep/transfer decision expeditiously so as to maximize the likelihood that each resident will timely complete the resident year.
4. Within ten (10) days after the declaration of a disaster, the DIO or designee will contact the ACGME to discuss due dates that ACGME will establish for the programs to (a) submit program reconfigurations to ACGME and (b) to inform each program's residents of resident transfer decisions. The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by the ACGME.

5. The DIO or designee will facilitate communication to the ACGME from disaster affected program directors and residents as needed.
6. The DIO or designee will maintain a list of institutions/programs offering to accept temporary or permanent transfers.
7. The DIO or designee will work with the ACGME to expedite submissions by programs relating to program changes to address disaster effects, including, without limitation (a) the addition or deletion of a participating institution, (b) change in the format of the educational program, and (c) change in the approved residency complement.
8. The DIO or designee will ensure that at the outset of a temporary transfer that a program will inform each transferred resident of the minimum duration of the estimated actual duration of his/her temporary transfer, and continue to keep each resident informed of such durations. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency year, it must inform each such transferred resident.
9. The DIO or designee will facilitate any site visits required by the ACGME.

RESPONSIBILITY

Administration
Designated Institutional Official (DIO)
Program Directors

PROCEDURE DOCUMENTATION

Graduate Medical Education Policy and Procedure Manual
Departmental Policy and Procedure Manuals

REFERENCES

ACGME Institutional Requirements (Section I.B.8.)
ACGME Policy and Procedure Manual (Section II.G.8)

APPROVAL:
GMEC Effective July 1, 2007