


Name of Policy: GME: Continuation of Training in the Event of Disaster or Interruption in Patient Care		 Revised date: 11/01/16 Original effective date: 11/04/08	
Policy Number: 3364-86-039-00			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: Director, Graduate Medical Education			
Scope: UT College of Medicine Residents			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

Policy

Administrative support will be provided for Graduate Medical Education (GME) programs and residents in the event of a catastrophic event, natural disaster or interruption in patient care.

Purpose

To define the process and procedure for graduate medical education programs in the event of disruption by emergencies, catastrophic events, or natural disasters.

Procedure

In the event of a disaster or interruption of patient care, the following protocol will be utilized:

- the Designated Institutional Official (DIO), or his/her designee, will be the primary contact person with the ACGME
- the DIO, in consultation with the Dean of the College of Medicine, will be the agent responsible for making the determination that a disaster exists.
- the DIO and GME Office, with direction from the Dean of the College of Medicine, will coordinate responses with entities involved, including affected programs, hospitals and other care sites.

Immediately following a disaster and up to within 24 hours, the DIO will:

1. Transmit initial communications plan to all affected parties and/or their representatives.
2. The DIO will work with the office of General Counsel, Hospital Administration representatives, and the Medical Staff Office of affected sites to coordinate immediate activities, including patient care issues.
3. Maintain at least daily group communication with program directors/GMEC members.
4. Initially residents are expected to report to their originally assigned hospital/clinic location. In the event the hospital/clinic is affected by the disaster and unable to operate in the usual fashion or if the patient load is skewed by the disaster, some or all of the trainees may need to be reassigned by the DIO after discussion with the Program Director and approval of the DIO with the hospital/site officials. Residents should seek the guidance of their program directors who in turn will work with the DIO to determine immediate resident response to affected clinical sites.

Within 72 hours, the DIO will:

1. Call an emergency meeting of the Graduate Medical Education Committee (GMEC) to assess the effect of the situation on residency/fellowship education, including the probable duration of the interruption. If safety concerns prohibit a meeting in a physical location, the GMEC will convene on an emergency basis via phone or internet teleconference.
2. Contact the ACGME to discuss the impact of the disaster on GME functions and discuss and obtain due dates for programs to:
 - a. Submit program reconfiguration proposals to the ACGME
 - b. Inform trainees of transfer decisions
3. The DIO and program directors of affected programs, with input and oversight from the GMEC, will develop reconfiguration plans for residency/fellowship education that will be presented to the ACGME for review. The DIO will also outline processes for individual RRC/program contacts.

After the initial 72 hours:

The DIO, with consultation of affected program directors, will monitor progress of both healthcare delivery and functional status of GME training programs for their educational mission during and following a disaster. They (or their designees) will work with the ACGME to determine the appropriate timing and action of the options for disaster impacted institution and/or programs, including:

- Maintain functionality and integrity of program(s),
 - Temporary resident transfer until program(s) reinstated, or
 - Permanent resident transfer, as necessitated by program or institution closure.
1. If there is a need for residents/fellows to continue their training elsewhere, on a temporary basis, the GME Office will assist programs with arrangements for housing, salary and other issues involved in a temporary transfer to another program. If a permanent transfer is necessary; the GME Office will work with the accepting institution to arrange the transfer. In the situation of a permanent resident transfer, all Institutional, Common and Specialty/Subspecialty Program Requirements will be met in terms of transfer requirements and provision of documentation.
 2. All arrangements will be coordinated through the GME Office, working with the affected programs. The institution will continue to pay salary and all contracted benefits until other arrangements are in place. Longer term funding (i.e. once decisions to maintain programs, temporarily or permanently transfer residents) will be determined on the basis of the expected operations of the teaching sites, CMS and governmental regulations and the damage to the infrastructure of the finance and hospital operations.
 3. The DIO in conjunction with the GMEC will determine the schedule, as needed, for ongoing GMEC meetings that would be in excess of regularly scheduled meetings.

Once the disaster is declared over by the ACGME and DIO:

1. Plans will be made with the participating institutions to which trainees have been transferred for them to resume training under sponsorship at the University of Toledo.

2. Appropriate credit for training will be coordinated with the ACGME and the applicable Residency Review Committees
3. Decisions as to other matters related to the impact of the disaster on training will be made.

<p>Approved by:</p> <p><u>/s/ Lori Schuh, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/ Christopher Cooper, M.D.</u> Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <p>Initial effective date: 11/04/08</p> <p>Review/Revision Date: 11/04/08, Reviewed 11/02/10, Reviewed 11/06/12, Reviewed 11/04/14, Revised 11/01/16, Reviewed 11/13/18</p> <p>Next review date: 11/2020</p>
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