Harbor-UCLA MEDICAL CENTER

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POLICY: 200-050385-006

GME Disaster Policy

The ACGME Institutional Requirements state, "The Sponsoring Institution must have a policy that addresses administrative support for GME programs and residents in the event of a disaster or interruption in patient care. This policy should include assistance for continuation of resident assignments (ACGME Policies and Procedures II.G 8)".

The Los Angeles County Harbor-UCLA Medical Center (LAC-HUMC) Designated Institutional Official (DIO) and the Graduate Medical Education Committee must ensure that there is administrative and financial support for Graduate Medical Education in the event of a disaster.

The purpose of this policy is to define the basic procedures and assigned responsibilities to efficiently restructure housestaff training experiences following a disaster.

Policy

In the event of a disaster whereby LAC-HUMC or any of its programs will be unable to provide an adequate educational experience for all housestaff, LAC-HUMC must arrange for a temporary transfer to other programs/institutions until such time as the residency/fellowship program(s) can provide adequate educational experiences for all housestaff; or assist the housestaff in permanent transfers to other programs/institutions, i.e. enrolling in other ACGME-accredited programs in which they can continue their medical education.

In the event of a disaster, LAC-HUMC will continue to provide the same level of financial 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

The DIO or designee will notify the ACGME of the disaster as soon as reasonably possible.

On notification from the LAC-HUMC DIO or designee, when warranted, the ACGME Chief Executive Office, with consultation of the ACGME Executive Committee and the Chair of the Institutional Review Committee, will make a declaration of a disaster. A notice of such will be posted on the ACGME website with information relating to the ACGME response to the disaster (See ACGME Policies and Procedures 25.30).

The DIO will immediately convene the Graduate Medical Education Committee (GMEC) and other institutional leadership in order to ascertain the status and operating capabilities of all LAC-HUMC training programs.

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/fellows, or (b) assist the residents in permanent transfers to other programs/institutions, i.e., enrolling in other ACGME-accredited programs in which they can continue their

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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 complete the resident year in a timely manner.

Within ten days after the declaration of a disaster, the DIO will contact the ACGME to discuss due dates that the ACGME will establish for the programs (See ACGME Policies and Procedures 25.40):

- To submit program reconfigurations to the ACGME, and
- 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.

The DIO or designee will facilitate communication to the ACGME from disaster-affected program directors and residents as needed.

The DIO or designee will maintain a list of institutions/programs offering to accept temporary or permanent transfers.

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 education program, and (c) change in the approved residency complement.

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.