

**POLICY: 200-050385-005**

**Reduction in Residency Program Size or Program Closure**

This policy addresses the responsibilities of the sponsoring institution, and the residency programs should there be a reduction in the size of residency programs or the closure of residency programs, or the closure of the sponsoring institution. (In compliance with ACGME Institutional Requirement IV.0. – IV.0.2.)

**Policy**

Closures and Reductions: The Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following: (Core)

IV.O.1. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and, (Core)

IV.O.2. the Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution or assist them in enrolling in (an)other ACGME accredited program(s) in which they can continue their education. (Core)

The Graduate Medical Education Committee (GMEC) and Designated Institutional Official (DIO) must be informed in a timely manner of plans to reduce, close or withdraw accreditation from any residency program or of closure of the sponsoring institution. The GMEC should consider these plans and make recommendations to the Medical Director and the Medical Executive Committee of the Professional Staff Association concerning the potential impact of such plans.

If a residency program is reduced in size or closed, the following steps will be taken:

- The residents and accepted applicants in the affected program and representatives of the Joint Council of interns and Residents will be notified as soon as possible.
- Every effort will be made to reallocate resources to allow all residents and accepted applicants in the program to complete the program at the Sponsoring Institution.
- If possible, reductions will be made in the succeeding academic year by decreasing the number of positions available for the first year of the program. This will allow all residents in the program to progress normally and complete the program at the expected time.
- If it is not possible to reduce the program incrementally beginning at the first-year level, or if a program is closed, every effort will be made to continue the residents in their positions until the end of their current academic year.

If the residents or accepted applicants are unable to complete their program at Los Angeles County-Harbor-UCLA Medical Center (the Sponsoring Institution) because of a reduction or closure, the program and the Institution will make every effort to find suitable ACGME-accredited positions for residents displaced from their program. Positions will be sought in other comparable programs using the following priorities:

- Programs supported by the County of Los Angeles.
- Programs within the metropolitan Los Angeles area.

- Programs within Southern California.
- Other programs outside of the region.

Harbor-UCLA Medical Center's DIO and the respective Program Director will consider such issues as transfer of funding and board-specific requirements of trainees and will make every attempt to phase out the program over a period of time to allow all residents/fellows currently in the program to complete their training. In all cases, Los Angeles County -Harbor-UCLA Medical Center and the program will fulfill the terms of appointment (e.g., stipend, benefits) as described in the Resident Position Appointment/Fellowship Position Appointment Agreement for the duration of the current academic year, if applicable.