



Graduate Medical Education Office

**POLICY: 200-050385-006**

**GME Substantial Disruptions in Patient Care or Education**

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 (In compliance with ACGME Institutional Requirement IV.N. – IV.N.1.)”.

The Los Angeles County Harbor-UCLA Medical Center (LAC-HUMC) Designated Institutional Official (DIO) and the Graduate Medical Education Committee (GMEC) 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 disruption in patient care or education.

**Policy**

In the event of a disaster or other substantial disruption 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 or substantial disruption, LAC-HUMC will continue to provide the same level of financial and administrative support to the extent possible (including continuation of salary, benefits, professional liability coverage, and resident/fellow assignments) as it did prior to the extraordinary circumstance until transfer of financial and/or administrative support is documented in writing with the receiving institution by executing a memorandum of understanding.

**Procedure**

The DIO or designee will follow the policies outlined in ACGME Policies and Procedures 25.0 and notify the ACGME of the Extraordinary Circumstances as soon as reasonably possible and within 10 days of invoking the extraordinary circumstances policy.

If the ACGME President and Chief Executive Officer, in consultation with the ACGME Board Chair, determines that a Sponsoring Institution’s ability to support graduate medical education has been significantly altered, the ACGME President and Chief Executive Officer shall invoke the Extraordinary Circumstances policy. Upon invocation of the Extraordinary Circumstances policy, a notice shall be posted on the ACGME website with information relating to the ACGME’s response to the extraordinary circumstances. In this notice, the ACGME shall provide relevant ACGME contact information. (See ACGME Policies and Procedures 25.10).

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.

When the Extraordinary Circumstances policy is invoked, the designated institutional official (DIO), or designee(s), on behalf of the affected Sponsoring Institution, shall:

- a. Contact the ACGME President and Chief Executive Officer, or designee, to provide preliminary information regarding any major changes to the Sponsoring Institution and its programs resulting from the extraordinary circumstances within 10 days of the invocation of the policy.
- b. Provide a plan describing the continuation of residents'/fellows' educational experiences and any major changes to the Sponsoring Institution and its programs, consistent with the applicable ACGME Requirements, to the ACGME President and Chief Executive Officer within 30 days of the invocation of the policy, unless another due date is approved by the ACGME.
- c. Arrange timely reassignment of residents and fellows, including their temporary or permanent transfers to other ACGME-accredited programs as needed to ensure they can continue their education.
- d. Ensure that residents and fellows are prospectively informed of the estimated duration of any temporary transfer to another ACGME-accredited program; and,
- e. Ensure that residents/fellows continually receive timely information regarding reassignments, transfer arrangements, and/or major changes to the Sponsoring Institution or its programs.