PURPOSE: The ACGME requires that every Sponsoring Institution have a written plan to address administrative support for graduate medical education (GME) programs and residents/fellows in the event of a disaster or interruption in patient care. In the event of disaster that causes significant alteration or disruption to the graduate medical education programs sponsored by St. Christopher’s Hospital for Children (SCHC), this policy is established to minimize the impact of such a situation on the training of the residents/fellows.

DEFINITION:

A disaster is defined as an event or set of events causing significant alteration or interruption to the residency/fellowship experience at SCHC and which has been declared as a disaster by the ACGME on the ACGME website.

PROCEDURES:

1. Following declaration of a disaster, the Designated Institutional Official (DIO), Graduate Medical Education Committee (GMEC) and other institutional leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster.
2. If, because of a disaster, an adequate educational experience cannot be provided for each resident/fellow, the sponsoring institution will arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience for each of its residents/fellows or assist the residents/fellows in permanent transfers to other ACGME accredited programs where they may continue their education.
3. If more than one program is available for a temporary or permanent transfer of a particular resident/fellow, the transfer preferences of the trainee will be considered by SCHC and its affected program.
4. The transfer decision will be handled expeditiously so as to maximize the likelihood that each trainee will complete the training year in a timely manner.
5. The institution will inform each transferred resident/fellow of the minimum duration of his/her temporary transfer, and will continue to keep each transferred trainee informed of the minimum duration. If and when a Program decides that a temporary transfer will continue to and/or through the end of a training year, it must so inform each transferred resident/fellow.
6. The DIO is the primary institutional contact with the ACGME and Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the institution. The DIO will consult with
hospital leadership as needed and may decide to convene a planning meeting to work through important details in managing the situation.

7. The DIO will call or email the ACGME’s Institutional Review Committee Executive Director with information and/or requests for information.

8. The affected Program Directors may contact the appropriate ACGME’s Residency Review Committee Executive Director with information and/or requests for information.

9. Residents/fellows may contact the appropriate Review Committee Executive Director with information or requests for information. On its website, the ACGME will provide instructions for changing resident email information on the ACGME Web Accreditation Data System (WebADS)

10. Within ten days after the declaration of a disaster by the ACGME, the DIO will contact ACGME to discuss due dates that ACGME will establish for the affected Programs’ submission of the following information to ACGME:
   (a) Program reconfigurations necessary because of the disaster, and
   (b) Notifications to each Program’s residents/fellows of trainee transfer decisions.

This information must be submitted to the ACGME by the DIO no later than 30 days after the disaster unless other due dates are approved by the ACGME.

(GMEC approved 07/11/2012)

(GMEC Reviewed and approved 7/5/17)