

IDENT	GME24
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	1/21/2021
Date of Next Review	1/21/2024



**TITLE:** Extraordinary Circumstances – Disaster or Interruption of Patient Care

**SUBJECT:** Extraordinary Circumstances - Disaster or Interruption of Patient Care

**POLICY STATEMENT:** This policy addresses support for GME residents/fellows in the event of an “Extraordinary Circumstance” that significantly alters the ability of the UVM Medical Center and its programs to support resident/fellow education. Examples of extraordinary circumstances include abrupt hospital closures, natural disasters, or a catastrophic loss of funding.

**PROCEDURE:**

1. It is impossible to anticipate every possible extraordinary circumstance or disaster that may be encountered and equally impossible to prepare detailed plans for incidents where the extent and nature of the event or condition is not known beforehand. Therefore oversight is necessary to provide appropriate coordination, communication and decision-making, which will be provided by the DIO and GMEC in collaboration with the organization’s incident command team.
2. In the event of an extreme emergent situation affecting one or more programs, a declaration should be initiated by the affected Program Director(s) to the DIO. The DIO in collaboration with hospital senior leadership will make declaration of extreme emergent situation, convene the GMEC as appropriate, and determine clinical duties, schedules and coverage arrangements. Program Directors will remain in contact with the DIO about implementation of plans, additional resources if needed, and monitoring.
3. As quickly as possible and in order to maximize the likelihood that residents/fellows can complete their GME training, the DIO and GMEC will determine if transfer to another ACGME accredited program is necessary.
4. Once the DIO and GMEC determine that the sponsoring institution can no longer provide an adequate educational experience for its residents/fellows, the sponsoring institution will, to the best of its ability, arrange for the temporary transfer of the residents/fellows to other ACGME accredited programs until such time as the UVM Medical Center is able to resume providing the training experience. UVM Medical Center is responsible for maintaining continuity of resident/fellow salary and benefits during temporary transfer.
5. If the extraordinary circumstance prevents the sponsoring institution from re-establishing an adequate educational experience, permanent transfers may be necessary.
  - a. Residents/Fellows who permanently transfer to other programs as a result of an extraordinary circumstance will be provided an estimated time for the relocation. Should that initial time estimate require extension, residents/fellows will be notified by their program director either by letter or email the estimated time of the extension. UVM Medical Center is responsible for maintaining the continuity of resident/fellow salary and benefits during a permanent relocation.
6. The DIO is the primary institutional contact with the ACGME and the Institutional Review Committee Executive Directors regarding extraordinary circumstances.
7. In the event of a disaster affecting other ACGME accredited sponsoring institutions; the program directors at UVM Medical Center will work collaboratively with the DIO and GMEC to accept transfer residents from other institutions. This includes the process for GMEC approval and requests for

Documents Status: **Approved**

complement increases with ACGME if needed. Programs currently under a proposed or adverse accreditation decision by the ACGME are not eligible to participate in accepting transfer residents.

8. Programs are responsible for establishing procedures to protect the academic and personnel files of all residents/fellows from loss or destruction. This should include a plan for storage of either paper or digital data files in a separate geographic location away from the sponsoring institution.

**REFERENCES:** Accreditation Council for Graduate Medical Education, Institutional Requirements

**REVIEWERS:** Karen Miller, Dir GME

**OWNER:** Karen Miller, Dir GME

**APPROVING OFFICIAL:** Melissa Davidson MD, GMEC