



IDENT	GME35
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	10/15/2020
Date of Next Review	10/15/2023

**TITLE:** Business Continuity Plan for Information Services (IS) Systems Template

**I. ORGANIZATION WIDE INFORMATION**

- IS Business Continuity Policy is EPrep00035 located on the [Emergency Preparedness Policies and Procedures page](#).
- To contact the IS Service Center call (802) 847-1414

**II. PLANNED AND UNPLANNED DOWNTIME & RECOVERY PROCEDURES**

<b>Application:</b>	New Innovations
<b>How is the application used:</b>	Web based Residency Management System
<b>Department Locations where the application is used:</b>	Used by residents/fellows, GME program directors and administrators, and other healthcare providers throughout UVMMC.
<b>Departmental Contact:</b>	GME Credentialing and Office Coordinator, 847-5162
<b>IS Key Contacts:</b>	N/A
<b>External Support:</b>	New Innovations 330-899-9954
<b>What Paper Forms will be utilized and where are they located?</b>	N/A
<b>Downtime Procedures Actions to Take:</b>	<ol style="list-style-type: none"> <li>1. GME New Innovations System Administrator or staff member contacts UVMMC IS to confirm outages with the internet.</li> <li>2. GME New Innovations System Administrator or staff member contacts New Innovations directly to confirm any service outages.</li> <li>3. GME New Innovations System Administrator or staff member notifies New Innovations users via email application status.</li> </ol>
<b>Recovery (return to normal operations) Actions to take:</b>	GME notifies New Innovations users via email that New Innovations is operational.

**REVIEWERS:** Melissa Davidson, MD DIO

**OWNER’S NAME:** Karen Miller, Dir GME

**APPROVING OFFICIAL’S NAME:** Melissa Davidson MD, GMEC