Policy & Procedure No. 11850
Department: Family Medicine Residency

POLICY & PROCEDURE: DISASTER CAUSING DISRUPTION OR PREVENTION OF RESIDENCY TRAINING

POLICY SUMMARY/INTENT:
Establish a protocol for Residents to continue training in the case of a disaster or disruption within the local program.

DEFINITIONS:
- UVMC - Ukiah Valley Medical Center
- GMEC - Graduate Medical Education Committee
- GME - Graduate Medical Education
- DIO - Designated Institutional Official
- ACGME - Accreditation Council Graduate Medical Education

AFFECTED DEPARTMENTS/SERVICES:
Family Medicine Residency Program

POLICY: COMPLIANCE – KEY ELEMENTS
This policy is intended to outline how and each GMEC intend to provide continuation of residency or fellowship training in the event of a disaster. Ukiah Valley Medical Center is committed to supporting GME programs and residents in the event of a disaster or interruption in training that significantly alters the residency/fellowship education. For the purpose of this policy, the term “disaster” will signify an event that either prevents or significantly disrupts the hospital’s ability to provide resident education. A disaster can be any event; natural or intentional, weather or medical that prohibits the hospital from treating patients and remaining open.

PROCEDURE:
Following a declared disaster or disruptive emergency, UVMC, working with each institution will strive to restructure and reconstitute the educational experience as quickly as possible following a disaster. As quickly as possible, and in order to maximize the likelihood that residents and fellows will be able to complete program requirements within the standard time required for certification in their specialty, the DIO and GMEC will determine whether transfer to another program is necessary.

If the DIO and GMEC determine that the sponsoring institution can no longer provide a safe and adequate educational experience for its residents and fellows, the sponsoring institution will, to the best of its ability,
arrange for the temporary transfer of its residents to programs at other sponsoring institutions, preferably within Adventist Health System if similar and acceptable training exists, until such time as the sponsoring institution is able to resume providing the educational experience.

If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, then permanent transfers will be arranged by the program directors in coordination with, and only with the express approval, of the DIO.

The DIO will be the primary institutional contact with the ACGME and the Institutional Review Committee Executive Director regarding disaster plan implementation and issues related to the sponsoring institution.

In the event of a disaster affecting other sponsoring institutions, the DIO will coordinate efforts to accommodate transfers of residents and fellows affected by the disaster. The DIO will communicate on behalf of the GMEC with the ACGME regarding any complement increases necessitated by such a situation, as well as regarding other pertinent issues, such as continuity disruptions for primary care residents. Sponsored programs under a proposed or actual adverse accreditation decision by the ACGME will not be eligible to participate in accepting transfer residents.

If any residents/fellows are displaced by the event of a disaster, the Hospital and the Department of Medical Education will make every effort to assist the residents/fellows in identifying a program in which they can continue their education. The Department of Medical Education will arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience at the parent institution or assist the resident in permanent transfers to other programs/institutions if the close of the institution is expected to be longer than the expected completion of training.

If possible, Medical Education Staff will be available to meet with residents about assistance for continuation of residency/fellowship training. The Department of Medical Education will inform each transferred resident/fellow if the residency/fellowship program decides that a temporary transfer will continue to and/or through the end of a residency or fellowship year.

In the event of a citywide disaster, the Medical Education Department will work with the ACGME in obtaining temporary or permanent placement for resident/fellow education. Every effort will be given to support residents in locating training with the goal being continued education and little or no lapse in required training.
ADVENTIST HEALTH SYSTEM/WEST: 
ADVENTIST HEALTH SYSTEM/WEST INDIVIDUAL: Not applicable
ENTITY: (06/20/2016) Policy & Procedure Committee, (07/28/2016) MEC Committee, (08/05/2016) Executive Committee, (09/06/2016) Governing Board
ENTITY INDIVIDUAL:
REVIEW DATE:
REVISION DATE: 09/07/2016
NEXT REVIEW DATE: 09/07/2019

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