

INSTITUTIONAL DISASTER POLICY

This policy applies to all associated faculty, residents and staff of the United Hospital Center Family Medicine Residency Program.

PURPOSE: In the event of a disaster impacting the graduate medical education program of United Hospital Center, the GMEC establishes this policy to protect the well-being, safety and educational experience of the residents enrolled in our training program and to establish the procedures to be followed to provide administrative support for the GME programs and residents subsequent to an event or series of events that cause significant interruption in the provision of patient care as mandated by ACGME's Policies and Procedures.

DECLARATION OF DISASTER:

Events that require application of this policy include major, unexpected disruptions to the continued safety and/or function of United Hospital Center's physical plant resulting from natural disaster, local emergency or manmade disaster. When such an occurrence restricts the ability of the hospital to provide for the safe and effective training of actively enrolled residents, the following "GME Disaster Policy" shall be enacted. Declaration of a qualifying disaster is made by the Designated Institutional Official (DIO), in collaboration with the hospital's Chief Operating Officer (COO), the program director and necessary department chairs. When possible, an emergency meeting of the GMEC, conducted in person, through conference call or through web conferencing, shall be convened for discussion and decision making as appropriate.

PROCEDURE: As quickly as possible and in order to maximize the likelihood that residents will be able to complete program requirements within the standard time required; after declaration of a disaster, triggering implementation of the GME Disaster Policy.

Immediate Actions:

- The DIO or designee will notify the ACGME Institutional Review Committee Executive Director within ten day. The DIO and IRC Executive Director will determine the due date for submission of plans for program reconfigurations and resident transfers. The DIO will then provide initial and ongoing communication to the COO and program director.
- Once notified by the DIO or designee, the program director will contact his/her respective Residency Review Committee (RRC) and establish ongoing communication with each and notify emergency contacts of any resident who is injured or cannot be located.
- After being contacted by his/her program director (or if the Resident has become separated from his/her program and is unable to contact the program director or designee) each resident

will contact the RRC Executive Director to exchange information as needed.

- The ACGME website will provide a source for ongoing information about the status of the disaster declaration for residents and program representatives. Continued communication with the ACGME designated officials is mandatory.

Intermediate Actions:

- Any declared disaster which continues to have a substantial negative impact on the ability of the residency program to maintain compliance with basic requirements for GME education and program structure for more than 30 days will require transfer of residents from that program to continue their education. Transfer decisions are made by the DIO in collaboration with the program director and are discussed with and approved by the GMEC.
- Following the determination that United Hospital Center can no longer provide an adequate educational experience for its residents, the sponsoring institution will, to the best of its ability, arrange for the temporary transfer of the residents to programs at other sponsoring institutions until such time as United Hospital Center is able to resume providing the educational experience. Residents who are transferred to other programs as a result of a disaster will be provided by their program director with an estimated time that the transfer will be necessary. Should that initial time estimate need to be extended, the resident will be notified by his/her program director using written or electronic means identifying the estimated time of the extension.
- If the disaster prevents the sponsoring institution from reestablishing an adequate educational experience within a reasonable amount of time following the disaster, then permanent transfers will be arranged.
- The program director will use a previously developed contact list of potential sites for resident placement; beginning with other hospitals with ACGME accredited residencies. The program director and DIO are jointly responsible for maintaining ongoing communication with the GMEC throughout the placement process.

General Consideration:

In addition to the original residency documentation maintained on site in the residency office, all permanent resident files and other key program documents are also maintained via New Innovations, web-based documentation system.