

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
STANDARD POLICY AND/OR PROCEDURE

TITLE: **ADMINISTRATIVE SUPPORT FOR GME PROGRAMS AND RESIDENTS IN THE EVENT OF A DISASTER OR INTERRUPTION OF EDUCATION AND TRAINING**

APPROVED: 10/05/2007

EFFECTIVE DATE: 10/05/2007

PURPOSE: To comply with ACGME Institutional Requirements effective July 1, 2007. Sponsoring Institution must have a written policy that addresses administrative support for GME programs and residents in the event of a disaster or interruption in patient care. The policy should include assistance for continuation of resident assignments.

POLICY STATEMENT:

Disaster is defined as an event or set of events causing significant alteration to the residency experience and/or residents' education at the Paul L. Foster School of Medicine (PLFSOM) or one of its participating institutions and that has been declared as a disaster area by the Dean of the PLFSOM.

As the institutional sponsor, Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is committed to assisting in reconstituting and restructuring residents' educational experiences as quickly as possible after a disaster and interruption in education and training.

This policy applies to all graduate medical education programs sponsored by the PLFSOM and collaboratively overseen by the Graduate Medical Education Committee (GMEC). It is the responsibility of the directors of each residency (Program Directors), the PLFSOM officials, and the Graduate Medical Education Committee (GMEC) to comply with this policy.

If the PLFSOM, as the sponsor of the residency programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), determines it cannot provide an adequate educational experience for each of its residents because of a disaster, it will take one of the following actions:

1. Arrange a temporary transfer to another program or institution until such time as the PLFSOM-sponsored program can provide adequate experience or assist the residents in permanent transfers to another ACGME-accredited residency program or approved institution where they may continue their education. First consideration for transfer will be given to ACGME-accredited residency programs in the TTUHSC system and other

currently affiliated institutions. These transfers will be coordinated through the Office of GME.

If more than one program is available for a temporary or permanent transfer of a particular resident, the transfer preferences of the resident will be considered by the Graduate Medical Education Office at the PLFSOM and its affected programs. The transfer decision and necessary paperwork to facilitate the transfer will be handled expeditiously so as to maximize the likelihood that each resident will complete the training year in a timely manner.

2. Within 10 days of the declaration of a disaster by the Dean, the DIO of the PLFSOM or his/her designee will contact the ACGME to discuss due dates the ACGME will establish for submission of the information related to a) program reconfiguration(s) necessarily related to the disaster and b) notification to the affected programs' residents of the transfer decisions. Participating institutions will also be notified of proposed transfers. All information will be submitted to the affected parties within 30 days of the disaster declaration unless other due dates are approved by the ACGME.

The specific protocol for interacting with the ACGME will be as follows:

1. The DIO or his/her designee will call or email the Institutional Review Committee Executive Director with information and/or requests for information pertinent to the situation.
2. The affected Program Directors will call or email the appropriate Residency Review Committee Executive Director with information and/or requests for information. These notifications must be approved by the DIO.
3. When appropriately instructed by the GME Office, residents may call or email the appropriate Review Committee Executive Director with information and/or requests for information. On its website, the ACGME will provide instructions for changing resident email information on the ACGME's Web Accreditation Data System.

If, during a declared disaster at another sponsoring institution it becomes appropriate to accept transfers, the following protocol will apply:

1. The DIO will complete the appropriate paperwork found on the ACGME website and will provide this information to affected programs and residents upon request.
2. If approved by the ACGME to accept transfers from other residency programs, the accepting program will prepare and submit the necessary paperwork to the Office of Graduate Medical Education for processing to insure timely employment of transferring residents. Transfer decisions will be made expeditiously so as to maximize the likelihood that each resident will be able to complete their training in a timely fashion.