

**Policy and Procedure Manual
Administrative Manual
Administrative Institutional
Department: Graduate Medical Education (GME) and
Clinical Training**



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**GME Disaster and/or Interruption
of Patient Care Planning**

APPROVALS:

GMEC: 11/09/16

Scope: X Medical Center

I. PURPOSE / BACKGROUND

The City of Hope National Medical Center (“COHNMC”) as a Sponsoring Institution of Accreditation Council for Graduate Medical Education (ACGME) accredited programs seeks to provide a stable educational and employment environment for Residents and Fellows, referred to as “Trainees” or “Graduate Medical Education (GME) Trainees”, throughout their training. This policy addresses unanticipated and anticipated disasters that may result in partial or complete loss of training facilities. The COHNMC is committed to ensuring a safe, organized, and effective environment for training of its residents and fellows, and will assist in reconstituting and restructuring trainee educational experiences as quickly as possible after a disaster or interruption of patient care and education.

II. POLICY

If an event or set of events causes significant alteration to the training experience in one or more ACGME training programs, the COHNMC will attempt to:

- A. As soon as possible, the GME Office will:
 - 1. Gather data/information from training programs regarding the extent of damage and the impact of the disaster on the short-term (days/weeks) and long-term (weeks/months) function of individual programs and/or sites of training.
 - 2. The Designated Institutional Official (DIO) and GME Director will work directly with the program directors to determine the short-term and long-term impact on clinical operations at sites affected by the disaster.
 - 3. The DIO will contact the ACGME to provide an update on the disaster and initial steps taken by the institution and the GMEC.
 - 4. The DIO will continue to communicate with the ACGME regularly as needed to provide updates on any additional program or institutional issues and plans.
- B. Within a reasonable time after the disaster, the GMEC will review the available information regarding the impact of the disaster on clinical operations and training programs.
- C. The GMEC will meet regularly as necessary to continue its assessment of the situation and to make decisions regarding COH training programs. The GME Office will continue to provide administrative support to all affected programs during this period.

- D. Issues to be reviewed, assessed or acted upon by the GMEC include:
 - 1. Patient safety
 - 2. Safety of residents, faculty and staff
 - 3. Supply of available faculty and residents for clinical and educational duties
 - 4. Extent/impact of damage to the physical plant/facilities
 - 5. Extent/impact of damage to clinical technology and clinical information systems
 - 6. Extent/impact of damage to communication technology (e.g., phones, pagers, intra/internet)
 - 7. Changes in the volume of patient activity in the short-term and long term
- E. If the GMEC determines that a program or the institution cannot provide an adequate educational experience for a trainee because of the disaster, the individual programs, the GMEC, and the institution will work to:
 - 1. Arrange temporary transfers to other programs/institutions until such time as the training program can provide an adequate educational experience for each of its trainees.
 - 2. Cooperate in and facilitate permanent transfers to other programs/institutions if necessary. Programs/institutions will make the decision to keep or transfer the trainee expeditiously, so as to maximize the likelihood that each resident will timely complete the resident year.
 - 3. Inform each transferred trainee of the minimum duration of his/her temporary transfer, and continue to keep each trainee informed of the minimum duration. If and when a program decides that a temporary transfer will continue to and/or through the academic year, it must so inform each such transferred trainee.
- F. The program director will inform the trainees of the status of the training program for the next academic year.

III. PROCEDURE

RESPONSIBLE PERSON(S)/DEPT.	PROCEDURE
Graduate Medical Education Training Programs Trainee Designated Institutional Official (DIO)	A. GME Disaster and/or Interruption of Patient Care Planning <ol style="list-style-type: none"> 1. The sponsoring program will maintain accurate contact information for all trainees and submit documents to the GME Office. 2. In a disaster, trainees are expected to follow the rules established by COHNMC and their program. <ol style="list-style-type: none"> a. Trainees who are not essential personnel and are not included in an emergency staffing plan should secure their property and evacuate if ordered by officials. b. Trainees who are considered essential personnel are expected to secure their property and family and report according to the department’s emergency plan. 3. The DIO will contact the ACGME to devise a plan for reconfiguration of training and programs or both if necessary.

Owner: GME Institutional Coordinator
 Collaborating Authors: Director, GME and Clinical Training, Chair, GMEC
 Sponsor: Chief Medical Officer, DIO

Related Policy:

1. Emergency Operations Plan (EOP) for City of Hope

Appendix One – Acronyms, Terms and Definitions Applicable to this Policy:

1. **Accreditation Counsel for Graduate Medical Education (ACGME)** – The ACGME is responsible for the accreditation of post-MD medical training programs within the United States.
2. **City of Hope (“COH”)** – City of Hope National Medical Center (“COHNMC”) also referred to as City of Hope (“COH”).
3. **Designated Institutional Official (DIO)** – The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.
4. **Disaster** – An event or set of events causing significant alteration to the residency experience of one or more residency Programs.
5. **Graduate Medical Education Committee (GMEC)** – Graduate Medical Education Committee at City of Hope.
6. **Medical Center** – Refers to all facilities covered by City of Hope National Medical Center’s hospital license.
7. **Program** – The unit of specialty education, comprising a series of graduated learning experiences in graduate medical education, designed to conform to the ACGME Program Requirements of a particular specialty.
8. **Program Director** – The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME programs.
9. **Sponsoring Institution** – The institution that assumes the ultimate responsibility for a Program of GME.