

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



Written: 01/18/10
Reviewed: 09/13/16
Revised: 04/11/12; 11/09/16
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**ACGME – Closure or
Reduction in Size**

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 environment for Residents and Fellows, referred to as “Trainees” or “Graduate Medical Education (GME) Trainees”, throughout their training. However, occasionally circumstances arise which may require a program or hospital to close or reduce their training compliment.

II. POLICY

A. Training Program Closure:

The Program Directors shall consult with the DIO, Director of GME and Clinical Training, GMEC and the Chair, and Division Chief of the Department or Section of the affected program, if reduction in size of the program or program closure is being considered. Trainees will be notified as early as possible of plans involving closure of a training program. If a training program is to close either voluntarily or involuntarily, trainees in the program will complete their training but no new trainees will be admitted. However, if the program will not continue long enough for currently enrolled trainees to complete training, the COHNMC will assist displaced trainees with finding a position in a different ACGME-accredited training program. While the COHNMC will make its best effort to assist displaced trainees, it cannot guarantee that trainees will find a position in a different training program.

B. Hospital Closure:

In the event the hospital terminates or suspends operations for whatever reason, efforts to find alternate locations which will provide the necessary clinical and educational resources for trainees to complete their training shall be made by the program(s) involved. Should it not be possible to relocate the affected trainees, the department will assist displaced trainees to find a position in a different ACGME-accredited training program. While COHNMC will make its best effort to assist displaced trainees, it cannot guarantee that trainees will find a position in a different training program.

C. Program Change in Complement:

Changes in complement may include any of the following actions: temporary to extend training year due to leaves or other program issues, temporary when an additional trainee joins the program for a year or more or permanent increases. All program changes in

complement must follow the following procedure:

- a. Requests must be made to the GME office and include if request is temporary or permanent, justification for the change in complement, funding support for additional time and/or trainee, and effective time period for increase.
- b. Requests must be approved by DIO, Director of GME and Clinical Training, and the GMEC for ACGME accredited programs.
- c. All requests (temporary and permanent) for ACGME accredited programs must be entered in webADS, subject to specialty RRC guidelines (e.g., temporary increases, extending training, etc.).

III. PROCEDURE

RESPONSIBLE PERSON(S)/DEPT.	PROCEDURE
	See Section II Policy above.

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

Related Policy:

- 1. GME Disaster and/or Interruption of Patient Care Planning

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. **COHNMC** – City of Hope National Medical Center
- 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. **Graduate Medical Education Committee (GMEC)** – Graduate Medical Education Committee at City of Hope.
- 5. **Medical Center** – Refers to all facilities covered by City of Hope National Medical Center’s hospital license.
- 6. **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.
- 7. **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.
- 8. **Sponsoring Institution** – The institution that assumes the ultimate responsibility for a Program of GME.