

**Policy Title and Number:** Disasters

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### **PURPOSE**

The ACGME requires that every Sponsoring Institution have a written plan to address administrative support for GME programs and residents in the event of a disaster or interruption in patient care. In the event of a disaster, the GMEC establishes this policy to protect the safety, well being, and educational experience of our trainees.

### **DEFINITIONS**

**Disaster** is defined as an event or set of events causing significant alteration to the residency experience at one or more residency programs.

When warranted, the ACGME Executive Director, with consultation of the ACGME Executive Committee and the Chair of the Institutional Review Committee, will make a **declaration of a disaster**.

### **ACCOUNTABILITY**

The Program Director, the Chair of the involved Department or Division, the Designated Institutional Official (DIO), and the Graduate Medical Education Committee (GMEC) are responsible for examining the impact, including benefits and potential problems associated with either altering the number of trainees in UT Southwestern training programs or in the closure of such training programs. The GMEC will approve recommendations regarding approval to add or delete trainees or whether to close a training program. The DIO will be the primary institutional contact with the ACGME and the Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution. All arrangements will be coordinated through the GME Office, working with the affected programs.

### **PROCEDURE**

If, because of a disaster, an adequate educational experience cannot be provided for each resident/fellow the sponsoring institution will:

1. Arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience for each of its residents/fellows
2. Cooperate in and facilitate permanent transfers to other programs/institutions. Programs or institutions will make the keep/transfer decision expeditiously so as to maximize the likelihood that each resident will timely complete the resident year
3. Inform each transferred resident of the minimum duration of his/her temporary transfer, and continue to keep each resident informed of the minimum duration. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency year, it must so inform each such transferred resident.

The Designated Institutional Official (DIO) will call or email the ACGME Institutional Review Committee Executive Director with information and/or requests for information. Similarly the Program Directors will contact the appropriate Review Committee Executive Director with information and/or requests for information. Residents should call or email the appropriate Review Committee Executive Director with information and/or requests for information. Within ten days after the declaration of a disaster, the DIO will contact ACGME to discuss due dates that ACGME will establish for the programs

1. To submit program reconfigurations to ACGME and
2. To inform each program's residents of resident transfer decisions.

The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by ACGME.

In the event of a disaster affecting other sponsoring institutions of graduate medical education programs, the DIO and the program leadership at UT Southwestern Medical Center will work collaboratively with Parkland Hospital and Children's Medical Center to coordinate the impact of a decision to declare a Disaster and/or the ability to accept transfer residents from other institutions. This will include the process to request complement increases with the ACGME that may be required to accept additional residents for training. Programs currently under a proposed or actual adverse accreditation decision by the ACGME will not be eligible to participate in accepting transfer residents.

Decisions made by the GMEC regarding changing the number of trainees or closing current programs will be based upon the following criteria:

1. Impact of the change upon the educational quality of the existing clinical program and/or other UT Southwestern training programs
2. Types and source of funding available to support any additional trainees
3. Success of the training program in meeting its educational objectives, including but not limited to training physicians who are clinically and scientifically competent

The program director will be asked to provide the following information to the GMEC Chair for further review by the GMEC:

1. Title of Program in question
2. Funding source for current and any additional trainees
3. Provide a "Statement" regarding the impact of the change in trainee numbers or program closure upon existing programs or current trainees. Program directors should poll senior trainees in their program regarding any potential impact. A brief summary of current trainee comments should be included in the "statement".
4. Provide a brief statement regarding how the program has met its educational objectives noted above

Programs will be responsible for establishing procedures to protect the academic and personnel files of all residents from loss or destruction by disaster. This should include at least a plan for storage of data in a separate geographic location away from the sponsoring institution.