



## UNDSMHS GMEC/INSTITUTIONAL DISASTER POLICY

**PURPOSE:** To establish the procedures to be followed to provide administrative support for the UNDSMHS 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.

**SCOPE:** This policy applies to all UNDSMHS ACGME-accredited residency programs, associated faculty, residents, and staff.

**DECLARATION OF DISASTER:** Events that require application of this policy include major, unexpected disruptions to the continued safety and/or function of one or more of UNDSMHS's major affiliated hospital(s) resulting from natural disaster, local emergency, or man-made disaster. When such an occurrence restricts the ability of a major affiliated hospital site to provide for the safe and effective training of actively enrolled residents, the following "UNDSMHS GME Disaster Policy" shall be enacted. Declaration of a qualifying disaster is made by the DIO, the Dean of the medical school, in collaboration with the affected hospital administration, affected Program Directors, and 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:**

After declaration of a disaster, triggering implementation of the UNDSMHS GME Disaster Policy:

#### **Immediate Actions**

- **The DIO or designee** will notify the ACGME Institutional Review Committee Executive Director within ten days. The DIO and IRC 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 affected hospital's administration and all Program Directors.

- Once notified by the DIO or designee, **each Program Director** will contact his/her respective RRC and establish ongoing communication.

In addition, the Program Director will determine/confirm the location of all residents; determine the means for ongoing communication with each; and notify emergency contacts of any resident who is injured or can not 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.
- Program Directors are to use the contact list of potential sites for resident placement, beginning with other UNDSMHS's major affiliated hospitals. The Program Director and DIO are jointly responsible for maintaining ongoing communication with the GMEC throughout the placement process.