**SCOPE:** Graduate Medical Education

**PURPOSE:** To provide guidance regarding the continuation of GME resources during a declared disaster.

**POLICY:**
The Sponsoring Institution must maintain a policy consistent with ACGME Policies and Procedures that addresses administrative support for each of its ACGME-accredited programs and residents/fellows in the event of a disaster or interruption in patient care. The policy should include information about assistance for continuation of salary, benefits, and resident/fellow assignments.

**DEFINITIONS:**

- **Designated Institutional Official (DIO)** – the individual who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution’s ACGME- accredited programs, as well as for ensuring compliance with the ACGME institutional, Common and specialty-/subspecialty-specific Program Requirements

- **Disaster** – is an event or set of events (e.g. natural, man-made or internal disaster, etc.) causing significant alteration to the residency/fellowship experience in one or more programs.

- **Governing Body** – the single entity that maintains authority over the responsibility for the Sponsoring Institution and each of its ACGME-accredited programs

- **Graduate Medical Education Committee (GMEC)** – is chaired by the (DIO) or their designee and is composed of GME administrators, program directors and other faculty, residents and fellows. The GMEC is responsible for overseeing (1) the Accreditation Council for Graduate Medical Education (ACGME) accreditation status of the Sponsoring Institution and its ACGME-accredited programs; (2) the quality of the GME clinical learning and working environment within the Sponsoring Institution, its ACGME-accredited programs, and its participating sites; (3) the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements; (4) the ACGME-accredited programs’ annual evaluation and improvement activities; and, (5) processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution

- **Program** – An ACGME accredited program

- **Resident/Fellow** – any physician in an accredited graduate medical education program
Hahnemann University Hospital (HUH) strives to provide a stable employment environment and along with its academic partner, Drexel University College of Medicine (DUCOM) a stable educational environment. In the event of a disaster that causes significant alteration to one or more of the residency programs, the Office of Academic Affairs (OAA), Department of Graduate Medical Education (GME) and/or GMEC and along with DUCOM leadership (Departmental and Programmatic) will take the following steps:

**DIO Responsibilities**

1. Gather data/information from 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. Work directly with medical staff and hospital administration to determine the short and long – term impact on clinical operations caused by the disaster.
3. Work directly with program leadership to develop an action plan that addresses the provisions of the residents/fellows to provide critical clinical services during the disaster period.
4. Notify and maintain contact with the ACGME regarding the disaster status.

**GMEC Responsibilities**

1. Hold an emergency meeting as soon as possible to review the available information regarding the impact of the disaster on clinical operations and training programs.
2. Meet regularly to continue to assess the situation and make decisions regarding the programs and how best to support both the educational needs of the residents/fellows and the critical clinical operations of the facility.

**Areas of Assessment and Review by DIO and GMEC**

1. Patient safety.
2. Safety of residents/fellows, program leadership and staff, faculty, GME staff.
3. Supply of available faculty and residents/fellows for clinical and educational duties.
4. Extent/impact of damage to physical plant/facilities (infrastructure).
5. Extent/impact of damage to communication technology and clinical information systems.
7. Other areas as determined by extent of disaster.
Philadelphia GME Coalition
The Philadelphia GME Coalition is comprised of the following institutions within the Philadelphia Region:

1. Hahnemann University Hospital/Drexel university College of Medicine
2. University of Pennsylvania Health System
3. Thomas Jefferson University Hospital
4. Temple University Health System
5. Abington Memorial Hospital
6. Mercy Health System
7. Einstein Medical Center
8. St. Christopher’s Hospital for Children
9. Lankenau Hospital/Bryn Mawr Hospital
10. Children’s Hospital of Philadelphia
11. Crozer-Keystone Health System
12. Cooper University Health System
13. Christiana Care Health System

Relocation of Residents/Fellows
1. In the Event that HUH/DUCOM cannot provide an adequate educational experience for the residents/fellows due to the disaster, both the individual program(s) and the OAA/GME will work to temporarily relocate a resident(s)/fellow(s) to a site within the Philadelphia GME Coalition
2. If the Philadelphia GME Coalition is unable to take a resident(s)/fellow(s), then HUH/DUCOM will work to temporarily place the resident(s)/fellow(s) within the Northeast region
3. If HUH/DUCOM is unable to place within the Northeast region, the DIO will contact the ACGME and request assistance

Disaster Resulting in Permanent Destruction of the Sponsoring Institution
In the event that the Sponsoring Institution (SI) is permanently destroyed, the SI will make every effort to permanently place residents/fellows as follows:

1. Philadelphia GME Coalition Sponsoring Institution
2. Northeast Region
3. East Coast
4. ACGME assistance for other locations throughout the United States

Financial Support and Resources

Resident/Fellow Salary and Benefits

1. Residents/Fellows will continue to receive their salary and benefits throughout the disaster from the Sponsoring Institution
2. If a resident(s)/fellow(s) are permanently placed into another Sponsoring Institution’s program, the new SI will assume all salary and benefits of the orphaned resident(s)/fellow(s)

CMS Funding
The Sponsoring Institution will work within the Center for Medicare and Medicaid Services (CMS) guidelines related to resident/fellow funding

Restoration of Full Services
The hospital administration will make every effort to restore clinical services and educational resources to the normal pre-disaster status in order to reinstitute resident/fellow training

DIO Signature: William C. Boyer