

DEPARTMENT: Graduate Medical Education	REPLACES POLICY DATED: July 1, 2018
APPROVED BY: GMEC	ACGME POLICY REFERENCE: <u>Institutional Requirements:</u> I.A.5.a); I.A.5.b); IV.N; IV.N.1; IV.N.2
EFFECTIVE DATE: February 12, 2019	
POLICY DESCRIPTION: Residency/Fellowship Reduction and/or Closure	

SCOPE: Graduate Medical Education
PURPOSE: To provide guidance regarding the reduction and/or closure of a residency/fellowship
POLICY: The Sponsoring Institution must maintain a policy that addresses GMC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution
DEFINITIONS: <u>Designated Institutional Official (DIO)</u> – 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 <u>Governing Body</u> – the single entity that maintains authority over the responsibility for the Sponsoring Institution and each of its ACGME – accredited programs <u>Graduate Medical Education Committee (GMEC)</u> – 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 <u>Program</u> – An ACGME accredited program <u>Resident/Fellow</u> – any physician in an accredited graduate medical education program
PROCEDURES/RESPONSIBILITIES: In the event that the Sponsoring Institution chooses to reduce and/or close a residency/fellowship program, the following must occur:

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1. The Sponsoring Institution must inform the Graduate Medical Education Committee (GMEC), DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of one or more ACGME – accredited programs, or when the Sponsoring Institution intends to close, and
2. The Sponsoring Institution must allow residents/fellows already in an affected ACGME – accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an) other ACGME – accredited program(s) in which they can continue their education
3. The GMEC will discuss and consider the impact a reduction of residents or closure will have on services provided by the residency with the Program Director and Department Chair
4. The GMEC must approve the reduction and/or closure of a program
5. The GMEC Chair will formally notify the Board of Governors Chairperson, Medical Executive Committee President and the Dean of the medical school of the decision
6. The GMEC will notify the Program Director and Department Chair of the decision to reduce and/or close the program at last nine (9) months prior to the NRMP Match
7. The GMEC will provide the Program Director with the necessary resources to graduate residents under contract
8. If a resident/fellow desires to transfer to another residency/fellowship program, the Program Director and the Office of Academic Affairs, Department of Graduate Medical Education will assist the resident/fellow in identifying a new program
9. Should the resident/fellow identify and be accepted into another program, the resident/fellow will be released from their contract with a 30 – day written notice

DIO Signature: *William C. Boyer*