

Disaster Policy

Scope

The policy applies to all residency and fellowship programs at CCHS.

Purpose

The Sponsoring Institution must maintain a policy consistent with ACGME Policies and Procedures that addresses administrative support for ACGME-accredited programs and residents/fellows in the event of a disaster or interruption in patient care.

Policy Guidelines

The Sponsoring Institution in conjunction with the ACGME is committed to assisting in reconstituting and restructuring residents/fellows' educational experiences as quickly as possible after a disaster. Following the declaration of a disaster, the DIO, in conjunction with the Program Directors, will determine whether existing educational and training programs can continue with or without restructuring within the Sponsoring Institution; or whether temporary or permanent transfer of residents/fellows to another institution will be necessary.

In the event, or set of events, causing significant alteration to the residency/fellowship experience within one or more training programs, the ACGME Executive Director will make a declaration of a disaster and a notice will be posted on the ACGME website with information relating to the ACGME's response to the disaster.

Within 10 days after the declaration of a disaster, the DIO will contact the ACGME to discuss and establish due dates for the following: a) deadlines to submit program reconfiguration requests to ACGME and b) deadlines to inform each program's residents/fellows of the plans. The deadlines should be no later than 30 days after the disaster, unless other due dates have been approved by the ACGME.

1. Communication
 - a) It is the responsibility of every individual (faculty, staff, and residents/fellows) to ensure that his/her personal contact information is current and on-file with the residency program and the GME Office (for fellows). This includes cell phone number, emergency contact person and outside e-mail address if possible.
 - b) In the event of a disaster involving the Sponsoring Institution and its residency/fellowship programs, each individual has the responsibility to monitor the CCHS website for specific instructions.
 - c) The ACGME website will provide phone numbers and email addresses for emergency and other communication with the ACGME from disaster affected institutions and programs. The ACGME website will provide instructions for changing resident/fellow email information on the ACGME Web Accreditation Data System (ADS).

1. The DIO, should call or email the Institutional Review Committee Executive Director with information and/or requests;
2. The Program Directors should call or email the appropriate RRC Executive Director with information and/or requests;
3. Residents/fellows should call or email the appropriate RRC Director (or their program directors for non-ACGME accredited training programs) with information and/or requests.

2. Resident/Fellow Transfers

If a program cannot provide at least an adequate educational experience for each of its residents/fellows because of a disaster it must arrange either a temporary transfer for each of its residents/fellows, or assist the residents/fellows in permanent transfers to other ACGME-accredited programs in which they can continue their education.

a) Temporary Transfer

1. A temporary transfer is defined as an assignment or rotation that will not continue for the duration of the resident/fellow's training.
2. To initiate a temporary transfer, a Program Letter of Agreement for Elective Rotations should be completed for residents/fellows rotating to programs at other institutions with the following signatures: Program Director, DIO and Supervising Physician. The Program Letter of Agreement can either be faxed or e-mailed to the host institution if U. S. mail is significantly delayed in our area. Confirmation from the host institution must be received before the temporary transfer is approved.
3. Residents/fellows who temporarily transfer to other institutions remain employees of the Sponsoring Institution and continue to receive their salary and benefits from the Sponsoring Institution. No interruption is anticipated.

b) Permanent Transfer

1. A permanent transfer is defined as an assignment that will continue for the duration of the resident/fellow's training. The resident/fellow will no longer be enrolled in a residency program at the Sponsoring Institution.

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2. To initiate a permanent transfer, the resident/fellow sends a written request for a permanent transfer to the Program Director. The name of the program accepting the resident/fellow should be stated.
3. Residents/fellows who permanently transfer to other institutions will not remain employees of the Sponsoring Institution and will not continue to receive salary or benefits from this Sponsoring Institution.

Related Policies and Reference Material

- ACGGME Institutional Requirements at:
http://acgme.org/acgmeweb/Portals/0/PDFs/ab_ACGMEPoliciesProcedures.pdf

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