

SUNY DOWNSTATE MEDICAL CENTER
GME POLICIES AND PROCEDURES



SUNY
DOWNSTATE
Health Sciences University

Office of Graduate Medical Education

University Hospital of Brooklyn
College of Medicine
School of Graduate Studies
College of Nursing
School of Health Related Professions
School of Public Health

SUBJECT: GME Administrative Support Disaster Response Policy

Originating Department: Graduate Medical Education

Date Approved by GMEC: 12/11/2019

Original Date: 4/16/2010

Revisions: 9/16/2015, 12/11/2019

In accordance with section IV.M and IV.M.1 of the ACGME Institutional Requirements, the Sponsoring Institution must have 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. This policy should include information about assistance for continuation of salary, benefits, and resident/fellow assignments.

Purpose:

To establish a policy that addresses administrative support for GME Programs and residents in the event of a disaster or other extraordinary circumstance affecting training and patient care. This Policy is designed to minimize the impact of such a situation on the educational experience of the residents, protecting the well-being and safety of the residents, and assisting with continuation of the educational experience and resident assignments.

Definitions:

ACGME Policy on Extraordinary Circumstances: ACGME Policy and Procedures to Address Extraordinary Circumstances, currently set forth in ACGME Policy 21.00, *et seq.*

Designated Institutional Official (DIO): the individual in the Sponsoring Institution (SUNY Downstate Medical Center) with the authority and responsibility for all of the Institution's ACGME-accredited GME Programs.

Disaster: an extraordinary event or set of events, which may be declared by Federal, State and/or local governments, which event or events alters the ability of SUNY Downstate and its Programs to support resident education. Such events may impact an entire community or region for an extended period of time.

Extraordinary Circumstance: an extraordinary event significantly altering the ability of a sponsoring institution and its programs to support resident education as defined by the ACGME Policy on Extraordinary Circumstances. Such events include, without limitation, disasters, abrupt hospital closures

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or catastrophic losses of funding to a hospital, program or institution.

Extreme Emergent Situation: a local event (such as a hospital-declared disaster for an epidemic) limited to one sponsoring institution, participating institution or clinical setting that affects a Program, resident education or the work environment but does not necessarily rise to the level of an Extraordinary Circumstance.

IRC-ED: the ACGME Institutional Review Committee Executive Director.

GME Program or Program: refers to a structured educational experience in graduate medical education designed to conform to the ACGME Program Requirements of a particular specialty/subspecialty.

GMEC: Graduate Medical Education Committee of SUNY Downstate Medical Center.

Program Director: the one faculty member appointed as program director with authority and accountability for the overall program, including compliance with all applicable program requirements.

Resident or House Staff or House Officer: refers to all physicians enrolled in an ACGME-accredited program of graduate medical education, including fellows.

RC-Ed(s): an ACGME Review Committee Executive Director.

Policy:

- I. In the event of an Extreme Emergent Situation, Disaster or other circumstance altering the ability of SUNY Downstate and its Programs to support resident education, Program Directors must consult and coordinate with the DIO as the first point of contact concerning the impact of the situation on resident education and work environment, in accordance with institutional disaster policies.
- II. In the event of a Disaster, the Department leadership and Programs Directors impacted by the Disaster, in collaboration with the DIO and GME Office, will make reasonable efforts to ascertain the whereabouts of Program residents and endeavor to ensure their safety.
- III. ACGME Institutional, Common and specialty-specific Program Requirements continue to apply in emergent situations for clinical assignments within a training program and institution.
- IV. Residents, as physicians, are expected to perform according to the standards and expectations of physicians as professionals and as leaders in health care delivery.
- V. Residents should not be first-line responders in a Disaster situation without appropriate supervision given the clinical situation at hand and their level of training and competence. A resident's performance should not exceed expectations of his/her scope of competence as judged by Program Directors and supervisors or by the limits of self-confidence in his/her own abilities.
- VI. The GMEC working with the DIO, the GME Office and affected participating institution leadership will work with individual Programs and strive to restructure, reconfigure or reconstitute the educational experience as quickly as reasonably possible following a Disaster or Extreme Emergent Situation.
- VII. If an Extreme Emergent Situation, Disaster or other event or events causes serious, extended disruption to resident assignments, educational infrastructure, or clinical operations which affects SUNY Downstate's ability or a Program's ability to conduct resident education in substantial

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compliance with ACGME standards, the DIO will report these events to the ED-IRC. The DIO will call or email the ED-IRC with information and/or requests for information.

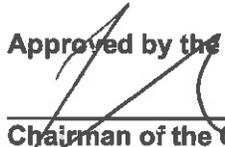
- VIII. If SUNY Downstate's ability to provide an adequate educational experience for each of its residents has been significantly altered, the ACGME may invoke the Extraordinary Circumstances Policy.
- IX. The DIO will advise impacted Program Directors when he or she has received communication from the ACGME regarding the Disaster or situation and whether the ACGME has invoked the ACGME Extraordinary Circumstances Policy. In the event the ACGME invokes the Extraordinary Circumstances Policy, a notice will be posted on the ACGME website with phone numbers and email addresses for communicating with the ACGME. Program Directors will subsequently call or email the appropriate RC-ED with information and/or requests for information.
- X. Program Directors shall update the DIO regarding all conversations with the RC-EDs regarding any specialty-specific issues and should copy the DIO on all communications.
- XI. Residents, once notified by his/her Program Director(s) or otherwise receiving notice that the Extraordinary Circumstance Policy has been invoked, should call or email the applicable RC-ED or the ACGME Office of Resident Services with information and/or requests for information.
- XII. In the event of a Extraordinary Circumstance, the DIO and GME Office, in cooperation with the impacted Program Directors will:
- a. revise its educational program to comply with the applicable Common, specialty specific Institutional and Program Requirements within 30 days of the invocation of the policy.
 - b. use best efforts to arrange appropriate temporary transfers to other programs/institutions until such time as the Program(s) can resume training and provide an adequate educational experience.
 - c. assist residents in permanent transfers to other programs/institutions in accordance with the Extraordinary Circumstances Policy. If more than one institution or program is available for temporary or permanent transfer of a particular resident or fellow, the preferences of the resident or fellow will be considered.
 - d. coordinate with the SUNY Downstate finance office regarding any issues or matters related to resident relocation and reassignment of Centers for Medicare and Medicaid Services (CMS) funding for residents affected by the Extraordinary Circumstance. During periods of time that residents spend in temporary transfer to another institution, SUNY Downstate or the appropriate affiliate paysource for the resident will continue to provide salary and benefits, consistent with applicable laws and regulations.
- XIII. Within 10 days after the declaration of an Extraordinary Circumstance, the DIO or his or designee will contact the ACGME to receive the timelines the ACGME has established for its Programs and deadlines for:
- a. Programs to submit program reconfigurations to the ACGME; and
 - b. Informing each Program's residents of the decision to reconstitute the Program and/or to transfer residents either temporarily or permanently.

The due dates for submission of plans shall be no later than 30 days after the invocation of the Extraordinary Circumstances Policy, unless other dates are approved by the ACGME.

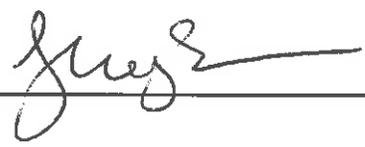
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- XIV. SUNY Downstate Programs offering to accept temporary or permanent transfers from other institutions affected by an Extraordinary Circumstance must receive approval from the DIO prior to accepting the transfer. Thereafter, a request for complement increase, if needed, must be submitted by the Program Director to the appropriate Review Committee via WebADS (ACGME web-based software system that contains critical accreditation data for all Sponsoring Institutions and programs). Transfers exceeding the existing complement may not be accepted without prior approval of SUNY Downstate. The DIO, GMEC and GME Office will assist Programs in coordinating acceptance and appointment of transfers.
- XV. At the outset of a temporary resident/fellow transfer, a Program will inform each transferred resident of the minimum duration and the estimated actual duration of his/her temporary transfer, and continue to keep each resident informed of such durations if there is a need to extend such. Communication will be made using written or electronic means.
- XVI. In the event of a Disaster, Extreme Emergent Situation or declared Extraordinary Circumstance, academic, personnel and resident training records will be protected and maintained as per State University of New York Records Retention Policy.

Approved by the GMEC and the DiO, effective 12/11/2019



Chairman of the GMEC



DIO