

**SUNY DOWNSTATE MEDICAL CENTER
HEALTH SCIENCE CENTER AT BROOKLYN
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

Title:

GME Policy on Program Closures and Reductions

Purpose:

To establish a policy that addresses a reduction in size or closure of a residency or fellowship program or closure of the Institution.

Definitions:

Sponsoring Institution: Consistent with the definition provided by the ACGME, the organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, an educational foundation).

Participating Institution: Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows.

Major Participating Site: A Review Committee-approved site to which all residents in at least one program rotate for a required educational experience, and for which a master affiliation agreement must be in place. To be designated as a major participating site in a two-year program, all residents must spend at least four months in a single required rotation or a combination of required rotations across both years of the program. In programs of three years or longer, all residents must spend at least six months in a single required rotation or a combination of required rotations across all years of the program. The term "major participating site" does not apply to sites providing required rotations in one year programs. (see "Master Affiliation Agreement")

Participating Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows. Examples of sites include: a university, a medical school, a teaching hospital which includes its ambulatory clinics and related facilities, a private medical practice or group practice, a nursing home, a school of public health, a health department, a federally qualified health center, a public health agency, an organized health care delivery system, a health maintenance organization (HMO), a medical examiner's office, a consortium or an educational foundation.

GME Program: A structured educational experience in graduate medical education designed to conform to the Program Requirements of a particular specialty/subspecialty, the satisfactory completion of which may result in eligibility for board certification.

DIO (Designated Institutional Official): The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.

Policy:

- I. The Sponsoring Institution and Participating Institutions must inform the GMEC, the DIO, and the residents of affected program(s) as soon as possible when the institution or a participating facility intends to reduce the size of or close one or more programs, or when the Sponsoring Institution or a Participating Institution intends to close.
- II. The Sponsoring Institution or Participating Institution(s) must either allow residents already in the program(s) to complete their education or make every effort in good faith and working with the GME Program(s) to assist the residents affected by a proposed closure or reduction identify and enroll in an ACGME-accredited program(s) in which they can continue their education. All necessary documentation including assessment of competence, schedules of rotations completed, procedures privileged and any other assessments or records requested by an accepting program and/or required by ACGME as well as a final summative evaluation of the transferred resident(s) will be provided.
- III. To the greatest extent possible, participating institutions supporting residents from programs undergoing closure will provide residents with “Displaced” or “Orphan” Status so that GME reimbursement caps can be directed to the receiving institution.
- IV. In the event of reduction of program size, to the greatest extent possible, residents already in the program will be allowed to complete the program, and when feasible only future positions offered in the program(s) will be reduced.
- V. If as the result of a catastrophic event or disaster situation a program or the institution cannot provide at least an adequate educational experience for each of its residents/fellows, the GME Administrative Support Disaster Response Policy will be followed.

GME Committee Reviewed and Approved: 1/12/11

Revised and updated 08/19/2015.

Re-reviewed and approved by GMEC: September, 16, 2015.