

GRADUATE MEDICAL EDUCATION

POLICY: CLOSURES AND REDUCTION

GME Policy and Procedure Manual

Department Responsible Graduate Medical Education	Created 3/2/2016	Effective Date July 1, 2016	Next Review/Revision Date April 2021
Title of Person Responsible Designated Institutional Official	Approved Council: Graduate Medical Education Committee		Date Approved by Council June 1, 2016

Policy

Per ACGME requirements (IV.N.), the Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following:

- a. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and,
- b. 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.

Purpose

The purpose of this policy is to set forth procedures and guidelines in the event that a program intends to reduce its size or close and/or if the graduate medical education training programs under the institutional sponsorship of Long Beach Memorial should be closed.

This policy is important because there must be procedures to ensure that residents are able to complete their graduate medical education in the event that their residency program at Long Beach Memorial should close or reduce in size. Compliance with this Accreditation Council for Graduate Medical Education (ACGME) is necessary for continued institutional and program accreditation.

Guidelines

The purpose of this policy is to provide for an orderly and equitable transition when downsizing of a program becomes a decrease in resident enrollment, department restructuring for economic or programmatic reasons, or other reasons which may require downsizing or closure of a program.

Training Programs

1. The hospital will use its best efforts to continue the accredited status of the programs throughout the education of training period of a resident.
2. The Designated Institutional Official (DIO) will inform the Graduate Medical Education Committee (GMEC), and residents as soon as possible when there is intent to reduce the size of or close one or more programs.
3. When there is a perceived need to reduce or close a program and before any reduction or closure of programs occurs, the GMEC will be asked for recommendations and input. The GMEC Chair will make final decisions.
4. In analyzing the program affected, the program director must work in direct consultation with the Executive Director of Medical Education and obtain approval of the Graduate Medical Education Committee prior to announcing or finalizing any specific program reductions or closure.
5. In the event that a training program is downsized or closed, the hospital will officially notify the trainee(s) at the earliest opportunity and will make every effort to relocate the resident to another training program; and unless otherwise provided for, the hospital will continue to support the salary and all benefits for the resident for the duration of the training.
6. For programs planning reduction in size or closing, residents already in the program will either be allowed to complete their education in the current program or will be assisted in enrolling in another ACGME accredited program in which they can continue their education.
7. Notification will be sent to the ACGME by the Designated Institutional Official (DIO), indicating intent to voluntarily reduce or close a program.
8. Residents will be given final notification of the action by the DIO and the program director. This will include the effective date of the reduction or closure as soon as it is known.

Institution

1. Representatives of LBMMC will inform the DIO, GMEC, and residents as soon as possible if it intends to close or discontinue institutional sponsorship of any graduate medical education training programs.
2. In the event that all training programs under the institutional sponsorship of LBMMC should be closed, all residents will receive notification of this action and the effective date of closure from the DIO and their program director as soon as possible.
3. Residents will be assisted by their program director in finding new graduate medical education positions.

4. In the event that an affiliated institution closes, all efforts will be made to arrange for similar educational experiences in another setting.
5. LBM/MCWH will be responsible for resident's salary and benefits.

It is the hospital goal to minimize any disruption of healthcare and/or educational services while respecting the dignity of residents affected.