

UNIVERSITY OF MARYLAND MEDICAL CENTER GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL	PAGE: 1 of 3	PROCEDURE NO: GMS - T
	EFFECTIVE DATE: 8/23/2007	
SUBJECT: Administrative Support for GME Programs and Residents in the Event of Disaster or Interruption of Patient Care		
APPROVALS: Graduate Medical Education Committee: 8/23/07		

1. Purpose

As the institutional sponsor, the University of Maryland Medical Center (UMMC) is committed to assisting in reconstituting and restructuring residents' educational experiences as quickly as possible after a disaster and interruption in patient care.

2. Scope

This policy applies to all graduate medical education programs sponsored by UMMC, and collaboratively overseen by the School of Medicine.

3. Responsibility

It is the responsibility of the directors of each residency program ("Program Directors"), UMMC management, School of Medicine officials, and UMMC's Graduate Medical Education Committee (GMEC)) to comply with this policy.

4. Definitions

A "disaster" is defined as an event or set of events causing significant alteration to the residency experience at UMMC or one of its participating institutions and which has been declared as a disaster by the ACGME on the ACGME website.

5. Resident Transfers and Program Reconfigurations

If UMMC as sponsor of the ACGME-accredited programs determines it cannot provide an adequate educational experience for each of its residents because of a disaster, it will take one of the following actions:

- 5.1. Arrange temporary transfer of the residents to other programs and institutions until such time as the UMMC sponsored program can provide adequate experience or assist the residents in permanent transfers to other ACGME accredited programs or approved institutions where they may continue their education.

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If more than one program is available for a temporary or permanent transfer of a particular resident, the transfer preferences of the resident will be considered by UMMC and its affected program. The transfer decision will be handled expeditiously so as to maximize the likelihood that each resident will complete the training year in a timely manner.

5.2. Within ten days after the declaration of disaster by ACGME, the Designated Institutional Official (“DIO”) of UMMC or his/her designee will contact ACGME to discuss revised due dates that ACGME will establish for the affected programs’ submission of the following information to ACGME:

- a) program(s) reconfigurations necessary because of the disaster, and
- b) notifications to the affected programs’ residents of the resident transfer decisions.

If the ACGME has not received a communication from the DIO, the ACGME will attempt to establish contact to determine the severity of the disaster and its impact on the residents’ educational programs.

All information will be submitted no later than 30 days after the disaster unless other due dates are approved by the ACGME.

6. Communication with ACGME from Disaster Affected Institutions and Programs:

- 6.1.1 The DIO or his/her designee will call or email the Institutional Review Committee Executive Director with information and/or requests for information.
- 6.1.2 The affected Program Directors will call or email the appropriate Residency Review Committee Executive Director with information and/or requests for information.
- 6.1.3 Residents may call or email the appropriate Review Committee Executive Director with information and/or requests for information. On its website, ACGME will provide instructions for changing resident email information on the ACGME Web Accreditation Data System.

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7. Acceptance of Transfers

7.1 If UMMC's DIO offers to accept temporary or permanent transfers from other programs affected by a disaster, UMMC will complete the appropriate paperwork found on the ACGME website and provide this information to affected programs and residents upon request.

7.2. UMMC and its programs will arrange temporary transfers to other programs/institutions until such time as the residency fellowship program can provide an adequate educational experience for each of its residents/fellows or will assist the residents in permanent transfers to other programs/institutions in which they can continue their education. Transferee preferences will be considered in those cases where more than one program/institution is available for temporary or permanent transfer of a particular resident.

7.3 Transfer decisions will be made expeditiously so as to maximize the likelihood that each resident will be able to complete their training in a timely fashion.