

Policy Number: GME-308
Category: IR, **
Reviewed: April 2018

TITLE: Disaster Policy

POLICY: This policy addresses ACGME Institutional Requirement that the Sponsoring Institution must have a policy that addresses administrative support for GME programs and residents in the event of a disaster or interruption in patient care. This policy should include assistance for continuation of resident assignments.

DESCRIPTION:

This policy addresses ACGME Institutional Requirement that the Sponsoring Institution must have a policy that addresses administrative support for GME programs and residents in the event of a disaster or interruption in patient care. This policy should include assistance for continuation of resident assignments.

If the University of Florida College of Medicine (sponsoring institution) must reduce the size, close, or substantially alter training in any of its sponsored programs due to a disaster, the following policies/procedures shall be implemented:

A. The Designated Institutional Official (DIO), working with the program directors, UFCOM administrators and leadership from the affiliated hospitals has the responsibility of determining when conditions exist that require the relocation of residents so that their educational programs can continue. When this occurs, the DIO, working with COM leadership, will establish a command center to provide information to the residents, staff and faculty. Depending on actual conditions this may be a physical location, website, call center or some other configuration that facilitates communication with the affected residents, staff and faculty.

B. Once conditions prohibit maintenance of applicable ACGME

standards and guidelines for graduate medical education (GME) for any program, the DIO shall notify the Dean of the College of Medicine, all involved Department Chairs, Program Directors, the ACGME, and the applicable RRCs that there will be a need to relocate residents in order to continue their educational program.

C. Department Chairs and Program Directors must maintain operational awareness of the location of ALL residents and fellows within their programs as well as methods of contacting each individual during time of disaster. The following information shall be established on the resident's arrival to the program and updated at least every six months. This information shall include all of: e-mail addresses (non-campus, if available), phone numbers both cellular and land line (if available), next of kin / family location information including addresses, email addresses and phone numbers. Each trainee shall provide a disaster evacuation plan to the program director which details where he / she will go including phone numbers, address, e-mail in the event an evacuation of the area is mandated. The program director will maintain information in a spreadsheet. Likewise, all program directors must provide up-to-date information to the University of Florida personnel system.

1. Upon notification of disaster status from the DIO, each PD will immediately determine the location and status of all trainees under his / her supervision and report this information back to the DIO.
2. The DIO will maintain communication with each PD regarding the need to relocate trainees either on a temporary or permanent basis. Once this decision is made, trainees will be notified immediately by their PD.

D. Residency and fellowship data for block scheduling, case logging, evaluations, monitoring conference attendance, clinical experience and education hours, professional journaling, scholarly activity and general personnel tracking is managed by New Innovations, Inc. This residency data is secured redundantly at multiple locations and is available through online connection 24/7 at [New Innovations - Login](#). It is backed up every hour and nightly to a secondary site by vendor.

E. In the event of program closure or reduction secondary to disaster:

1. For short-term closure or reduction, the Department

Chair and PD shall assist the trainee to locate institutions, which can provide short-term training.

2. For longer-term or closure durations which will be expected to outlast remaining time in residency training, the UFCOM will make every effort to assist trainees in identifying suitable programs for permanent transfer. The ACGME and individual RRCs will assist with this process (see below).

3. All applicable records (rotations, evaluations, demographics, etc.) from New Innovations will be made available to accepting programs.

4. In addition, each program is expected to maintain critical information about current and past residents.

F. Within 10 days of a disaster determined to necessitate program closure or reconfiguration, the DIO will contact the ACGME to discuss due dates for programs to submit requests for reconfiguration to the ACGME and to inform each program's residents of need to transfer to another program – either for brief or longer durations.

1. The DIO will also notify the IRC Executive Director to inform him / her of the situation necessitating program reconfiguration or closure.

2. Each PD will notify the appropriate RRC Executive Director about the need to locate positions for each of his / her trainees and the expected duration of time needed for relocation.

3. Residents will be given contact information (by their PD) about who in their RRC will be coordinating relocation efforts as well as a list of potential accepting programs. PDs will assist each resident in contacting the PD directors at each of these programs.

4. Residents will continue to receive salary / benefits from UFCOM during this entire relocation process. If relocation is only temporary or brief, UFCOM will continue all salary and benefits. If relocation is long-term or lasts until completion of training, salary support will transfer to the accepting institution (also see below regarding transfer of GME funding) once the resident has relocated.

SUMMARY INFORMATION

In the event of resident transfer, adherence to the following procedures will expedite the process. PDs must be familiar with these steps.

1. Current emergency contact information and disaster planning information for every resident / fellow must be on file on removable media and updated every six months.
2. Involved residents, PDs, Department Chairs, DIO and the GME office will share responsibility for locating a suitable program using ACGME resources.
3. Transfer letters will be completed by PDs using backup information available from NI.
4. Receiving hospitals / institutions are responsible for requesting temporary complement increases from the RRCs.
5. In the event of permanent transfers financial officials from UFCOM, affiliated hospitals and receiving institutions, will work together to assess the process of transferring funded positions. Short-term transfers will continue to be paid by UFCOM.

APPROVED:

Graduate Medical Education Committee