POLICY: GME Support for Residents in the Event of a Disaster

PURPOSE

To define the process and procedure for NYUWH GME programs in the event of disruption by emergencies, catastrophic events or natural disasters.

DEFINITION OF DISASTER

An event or set of events causing significant alteration to the residency experience at one or more NYUWH training programs.

POLICY

In the event of a disaster, NYU Winthrop Hospital will continue to provide administrative support for its GME programs through the disaster. In the event that such a disaster, or its aftermaths, warrants reduction or closure of any program(s), then the Training Program Reduction/Closure Policy will take effect.

Process:

1. Following the declaration of a disaster, the Designated Institutional Official (DIO), Chief Academic Officer, Chief Medical Officer, Chief Executive Officer, and Chief Operations Officer will determine in conjunction with the Program Directors, whether existing educational and training programs can continue with or without restructuring in the Sponsoring institution; or whether temporary or permanent transfer of Residents to another institution will be necessary.

2. The DIO shall communicate to the ACGME the declaration of a disaster has been made and request the assistance of the ACGME. In the absence of the DIO, Chief Academic Officer will serve as the liaison between ACGME and the Program Directors

Resident Transfers and Program Reconfiguration:

In the event, or set of events, causing significant alteration to the residency experience at one or more residency programs, the institutional/specialty specific ACGME Executive Director will make a declaration of a disaster and a notice will be posted to the AGGME website with information relating to the ACGME response to the disaster. Within 10 days after the declaration of a disaster, the DIO will contact the ACGME to discuss and establish due dates for the following:

a). deadlines to submit program reconfiguration requests to ACGME

b.) deadlines to inform each program’s Residents of the plans

The deadlines shall be no longer than 30 days after the disaster, unless other due dates have been
approved by the ACGME.

ACGME Website:

The ACGME website (www.acgme.org) will provide, and periodically update, information relating to the disaster.

Communication:

a). It is the responsibility of every individual (faculty, staff, and residents/fellows) to ensure that his/her personal contact information is current and on-file with the residency program and the GME Office. This includes cell phone number, emergency contact person, and outside e-mail address if possible.

b.) In the event of a disaster involving NYU Winthrop Hospital and its residency programs, each individual has the responsibility to monitor the NYU Winthrop Hospital website, www.winthrop.org for specific instructions.

c.) The ACGME website, www.acgme.org will provide phone numbers and email addresses for emergency and other communication with the ACGME from disaster affected institutions and programs. The ACGME website will provide instructions for changing Residents email information on the ACGME Web Accreditation Data System (ADS).

Institutions Offering to Accept Transfers:

Institutions offering to accept temporary or permanent transfers from programs affected by a disaster must complete a form found on the ACGME website. Upon request, the ACGME will give information from the form to affected programs and Residents. Subject to authorization by an offering institution, the ACGME will post information from the form on its website.

The ACGME will expedite the processing of Residents for increases in Resident complement from non-disaster affected programs to accommodate Resident transfers from disaster affected programs. The Residency Review Committees will expeditiously review applications, and make and communicate decisions.

Changes in Participating Sites and Resident Complement:

The Program Director must request permission from the DIO before contacting the ACGME. The DIO shall coordinate the Program Director’s request for submission of changes in sites and complement. The ACGME will establish a fast track process for reviewing (and approving or not approving) submissions by programs relating to program changes to address disaster effects, including, without limitation:

a.) the addition or deletion of a participating site;

b.) change in the format of the educational program; and

c.) change in the approved Resident complement

Temporary Resident Transfer:

At the outset of a temporary Resident/fellow transfer, NYU Winthrop Program Directors must 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 and when a program decides that a temporary transfer will continue to and/or through the end of a residency fellowship year, it must be inform each such transferred Resident/fellow.

Site Visits:

Once information concerning a disaster-affected program’s condition from the DIO is received, ACGME may determine that one or more site visits is required. Prior to the visits, the designated institutional official(s) will receive notification of the information that will be required. This information, as well as information received by ACGME during these site visits, may be used for accreditation purposes. Site visits that were scheduled prior to a disaster may be postponed.

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