

**UC Riverside, School of Medicine Policies and Procedures**

**Policy Title:** Support for GME Programs During Disasters

**Policy Number:** 950-09-003

<b>Responsible Officer:</b>	Associate Dean for Graduate Medical Education
<b>Responsible Office:</b>	Graduate Medical Education
<b>Origination Date:</b>	01/12/11
<b>Date of Revision:</b>	12/2019; 10/28/20
<b>Scope:</b>	UCR SOM Graduate Medical Education

**I. Policy Summary**

In the event of a disaster that interrupts graduate medical education, the University of California, Riverside, School of Medicine (UCR SOM) is committed to reconstituting and restructuring the residents' educational experiences as soon as possible. Disasters may create safety, health and mental health issues for residents which will need to be assessed and considered when restructuring GME education.

A disaster is defined as an event or set of events which, in the process, also cause significant alteration to the educational experience at one or more GME programs sponsored by UCR SOM.

**II. Procedures**

- A.** Communication with Program Directors will be critical if a disaster occurs in order to assess the impact of the disaster on education and the residents' health and welfare. If necessary, the Designated Institutional Officer (DIO) or his designee will contact the Program Director(s).
- B.** In the event of a disaster, each Program Director will assess the impact that the disaster has had on the health and welfare of the Program's residents and the resources available to support the Program's educational experiences by:
  - 1. Contacting residents in the program to gather information on their health and welfare,
  - 2. Referring the residents to available resources for care, and
  - 3. Assessing the functionality of facilities and institutions that support the program's educational experiences.
- C.** In the event of a disaster, the DIO will assess the impact that the disaster has had on the educational experience of the impacted program(s). The DIO will assign an institutional designee to act in his/her absence. If neither the DIO nor the institutional designee is available, the Dean of UCR SOM will appoint an Interim DIO. As part of the assessment, the DIO will:
  - 1. Contact the Program Directors to determine the availability and condition of the residents and feasibility for training within affected hospitals and clinics.
  - 2. Discuss and assess the feasibility of continuing GME training.

- D. The DIO will notify the CEO of the ACGME of the disaster and, if appropriate, request a declaration of a disaster. ACGME will post the notice on its website, [www.acgme.org](http://www.acgme.org).
- E. As soon as possible and to the extent possible, the UCR SOM will determine whether the disruption in the program's ability to provide adequate educational experience is temporary or permanent.
- F. If the DIO determines one or more programs sponsored by UCR SOM cannot provide adequate educational experience for its residents, the Program Director and UCR SOM will:
  - 1. Arrange for temporary transfers to other programs/institutions until such time as the program(s) can provide an adequate educational experience for each of its residents, or
  - 2. Assist the residents in permanent transfers to other programs or institutions.

If more than one program or institution is available, UCR SOM will consider the preference of the residents when selecting the program or institution that will continue the training. Every effort will be made to maximize the likelihood that the resident will be able to complete the training year.

- G. Within 10 days after the declaration of a disaster, the DIO or the institutional designee, will contact the ACGME to discuss due dates that ACGME will establish for the programs:
  - 1. To submit program reconfigurations to the ACGME, and
  - 2. To inform each program's residents of the transfer decisions.

The due dates for the submission shall be no later than 30 days after the disaster unless other due dates are approved by the ACGME.

- H. The ACGME will assist with communication during a declared disaster. The ACGME will have phone numbers and e-mail addresses for emergency and other communication with the ACGME from disaster-affected institutions.
  - 1. The DIO should call or e-mail the Institutional Review Committee Executive Director with information or requests for information.
  - 2. The Program Director should call or e-mail the appropriate Review Committee Executive Director with information and/or requests for information.
  - 3. Residents should call or email the appropriate Review Committee Executive Director with information and/or requests for information. On its website, the ACGME will provide instructions for changing resident e-mail information on the ACGME Web Accreditation Data System.
- I. In the event of a disaster, UCR SOM will try to communicate directly with the Program Director(s) and residents via multiple communication channels including telephone, cell phones and electronically. If possible, UCR SOM will

use its own website, as well as ACGME's website, to communicate new information and guidance.

- J. 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:
  - 1. The addition or deletion of a participating institution,
  - 2. Change in the format of the educational program, and
  - 3. Change in the approved resident complement.
- K. If a resident is temporarily transferred, the program must inform each resident of the minimum duration and the estimated actual duration of his/her temporary transfer, and continue to keep each resident informed of such duration. If the transfer will continue to and/or through the end of a training year, the program must inform the resident that has been transferred.
- L. Once AGME receives information concerning a disaster-affected program's condition, it may determine that one or more site visits is required. Prior to the visit, the DIO or institutional designee 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.
- M. All residents and fellows will be paid full stipend and benefits during disaster period.

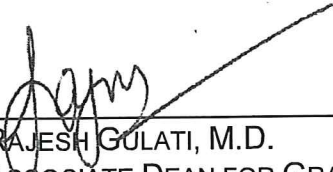
### III. **Revision History**

Original 01/12/2011

Revised 12/2019

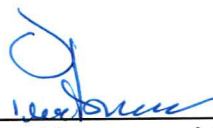
Revised 10/28/20

Approval(s):

  
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RAJESH GULATI, M.D.  
ASSOCIATE DEAN FOR GRADUATE MEDICAL  
EDUCATION  
SCHOOL OF MEDICINE


4/21/2021

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DATE

  
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PAUL HACKMAN, J.D., L.L.M.  
CHIEF COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

04-21-2021

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DATE

  
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DEBORAH DEAS, M.D., M.P.H.  
VICE CHANCELLOR, HEALTH SCIENCES  
DEAN, SCHOOL OF MEDICINE

04/22/21

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DATE