	POLICY # 24816
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NCH Healthcare System	OF: 3
TITLE: Disaster Interruption in Patient Care	EFFECTIVE: October 27, 2022
DEPARTMENT: Graduate Medical Education (GME)	OWNER: Admin Director Medical Education

Intent

The Sponsoring Institution must maintain a policy consistent with ACGME Policies and Procedures that addresses administrative support for each of its ACGME-accredited programs and residents/fellows in the event of a disaster or interruption in patient care.

Policy Statement

The purpose of this policy is to provide guidelines for trainee administrative support and restructuring of trainee experiences that have been interrupted or interfered with by a disaster.


DESCRIPTION

Naples Community Hospital, Inc., (NCH) is committed to assist trainees whose training has been impacted by a disaster in the most timely and effective manner possible. A disaster is defined as an event or set of events causing significant alteration to the residency experience at one or more programs. Such events are declared a disaster by the ACGME and will be posted on the ACGME website (www.acgme.org).

Resident Transfers and Program Reconfiguration

If NCH determines it cannot provide an adequate educational experience for each of its trainees because of a disaster, the program/school will:

- Arrange for temporary transfer to another program/institution until such time as the training program can provide an adequate educational experience for each of its trainees; or
- Assist the trainee in permanent transfer to other programs/institutions.

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In conjunction with GMEC, programs must make decisions regarding temporary or permanent transfer on an individual basis. If the scope, scale, and/or location of the disaster exceed the capacity of NCH to accommodate all trainees through transfer to another NCH campus, or if doing so would result in undue resident hardship, NCH will work to identify other regional/national opportunities for continuation of trainee assignments. Pursuant with ACGME policy, if more than one program/institution is available for temporary or permanent transfer of a particular trainee, the trainee's preference (e.g., hometown of trainee, spousal employment issues, etc.) must be considered by the program and school. To maximize the likelihood trainees will complete the academic year in a timely fashion, programs must make transfer decisions expeditiously.


If a trainee has been temporarily transferred to another location, the home program must inform each transferred trainee of the minimum duration and the estimated actual duration of his/her temporary transfer and continue to keep each trainee informed of such durations. If and when the program determines a temporary transfer will continue to and/or through the end of an academic year, it must inform each transferred trainee.

In the event of a disaster, NCH will provide administrative support for GME programs and trainees that includes transfer of training records, including detailed information regarding required clinical assignments and procedures numbers and a competency-based summative evaluation by the program director or another institutional official. Assistance will also be provided for continuation of salary and benefits.

Timeline

Within ten days after the declaration of a disaster by the ACGME, the Designated Institutional Official (DIO) of NCH or their designee will contact the ACGME to discuss due dates the ACGME will establish for the programs to submit their program reconfigurations and to inform each program's trainees of transfer discussions. The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by the ACGME.

If within the ten days ACGME has not received communication from the O10, the ACGME will attempt to establish contact with the D10 to determine the severity of the disaster, its impact on residency training, and next steps.

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Communication with the ACGME from NCH and Individual Programs

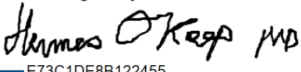
- The ACGME will provide and periodically update information relating to the disaster on its website (www.acame.org)
- The D10 or designee will call or email the Institutional Review Committee Executive Director with information and/or requests for information
- Program Directors will call or email the appropriate Review Committee Executive Director with information and/or requests for information
- Trainees should call or email the appropriate Review Committee Executive Director with information and/or requests for information. The ACGME will provide online instructions for changing resident/fellow email information in the ACGME Web Accreditation Data System.

Acceptance of Transfers

Programs offering to accept temporary or permanent transfers from programs affected by a disaster must complete a form available on the ACGME website. Upon request, the ACGME will provide information from the form to affected programs and trainees. Subject to authorization by NCH, ACGME will post information from the form on its website.

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

DocuSigned by:



10/27/2022

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Hermes Koop, MD

Date

Chairman, GMEC

Designated Institutional Officer

DocuSigned by:



10/27/2022

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Suann Middleton, MHA

Date

Administrative Director of Medical Education

Asst. Designated Institutional Officer