

SUBJECT	NUMBER
DISASTER RESPONSE	GME-28 Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
KEY WORDS	EFFECTIVE DATE
Disaster, Response, Safety, Sponsoring, Transfer	July 1, 2007
CATEGORY	LAST REVIEW DATE
Business Practice (BP)	January 2021
MANUAL	NEXT REVIEW DATE
Graduate Medical Education	January 2024
ISSUED BY	ORIGINATION DATE
Graduate Medical Education	July 1, 2007
APPLICABLE	RETIRED DATE
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental trainees. The term "trainee" applies to residents and fellows.	Not Applicable
REVIEW RESPONSIBILITY	CONTACT
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

PURPOSE

To establish guidelines for training programs in the event of a disaster that impacts trainees' abilities to train at the sponsoring institution.

SCOPE

This policy applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

DEFINITION

Disaster - an event or set of events causing significant alteration to the training experience at one or more residency/fellowship programs.

RESPONSIBILITIES/REQUIREMENTS

Following declaration of a disaster, the Graduate Medical Education Committee (GMEC) working with the Institute's Designated Institutional Official (DIO) and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster. In order to maximize the likelihood that trainees will be able to complete program requirements within the standard time required for certification in their specialty, the Institute's DIO and GMEC will make the determination that transfer to another program is necessary. If the Institute's DIO and GMEC determine that the sponsoring institution can no longer provide an adequate educational experience for its trainees, the sponsoring institution will, to the best of its ability, arrange for the temporary transfer of trainees to programs at other sponsoring institutions until HealthPartners Institute is able to resume providing the experience.

The Institute's DIO will communicate with the Office of Health Professional Education and Medical Staff Services at the affected HealthPartners training site to coordinate any issues regarding the temporary transfer, credentialing, relocation and housing of trainees.

Program Director(s) will provide trainees, who transfer to other programs as a result of a disaster, with an estimate of their training duration at these alternative programs. Should that initial time estimate need to be extended, Program Director(s) will notify their trainees, in writing, of the estimated time of the extension of training duration at the alternative program.

Trainee salary and benefits will be continued throughout the disaster and temporary transfer periods.

If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, permanent transfers will be arranged. In such an event, trainee salary and benefits will be negotiated between the HealthPartners Institute and the accepting sponsoring institution.

The Institute's DIO will be the primary institutional contact with the ACGME and ACGME's Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution.

In the event of a disaster affecting other graduate medical education sponsoring institutions, the Institute's DIO will work collaboratively with the DIO of the affected sponsoring institution(s) to consider accepting transfer trainees from their institutions. This will include the process to request complement increases from the accrediting bodies as may be required for accepting additional trainees. Programs currently under a proposed or actual adverse accreditation decision will not be eligible to participate in accepting transfer trainees.

Programs will be responsible for establishing procedures to protect the academic and personnel files of all trainees from loss or destruction by disaster. This should include, at a minimum, a plan for electronic storage of data

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