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| Title: Training Program Reduction/Elimination | Policy Number: GME-16 |
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PURPOSE: To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) regarding the potential for reduction or elimination of the trainee workforce.

This policy applies to all Sponsored 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).

DEFINITIONS:

Sponsoring Institution: HealthPartners Institute.

POLICY:

Training program reduction/elimination may result from the following scenarios (among others):

- Major participating site hospital closure
- Major participating site hospital loss of accreditation
- Program loss of accreditation
- Loss of Sponsoring Institution accreditation
- Program closure
- Program reduction

PROCEDURE:

1. The Sponsoring Institution will inform the Graduate Medical Education Committee (GMEC), the Designated Institutional Official (DIO), and the affected trainees as soon as possible when the Institute intends to reduce the size of or close a program or the Sponsoring Institution. If program elimination or reduction of trainees is due to a loss of program, institution or hospital accreditation or licensure, the Sponsoring Institution must inform the GMEC, the impacted programs and the ACGME within 30 days with an outlined plan.
2. The Sponsoring Institution will allow trainees in the affected accredited program to complete their education at the Sponsoring Institution or assist them in enrolling in another accredited program where they can continue their education. In such an event, trainee salary and benefits will be negotiated between HealthPartners Institute and the accepting sponsoring institution.
3. Every effort will be made to ensure training programs will only be eliminated or downsized at the end of the academic year.

4. The Sponsoring Institution will ensure proper care, custody and disposition of trainee academic records, and appropriate notification to accreditation organizations and licensure and specialty Boards.

RELATED DOCUMENTS: Not Applicable

REFERENCE MATERIALS: Not Applicable

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee