

Title: Disaster Response	Policy Number: GME-28
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PURPOSE: To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) in the event of a disaster that impacts trainees’ abilities to train at the sponsoring institution.

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:

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

POLICY:

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 DIO and GMEC will make the determination that transfer to another program is necessary. If the 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 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 Directors 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 Directors will notify their trainees, in writing, of the estimated time of the extension of training duration at the alternative program.

Trainee salary and benefits (including professional liability insurance) 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 HealthPartners Institute and the accepting sponsoring institution.

The DIO or designee 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 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.

PROCEDURE: See above.

RELATED DOCUMENTS: Not Applicable

REFERENCE MATERIALS: Not Applicable

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee