

Medical Education Policy: ACGME Extraordinary Circumstances Plan

Facility: CMC
Origin Date: November 2007
Revision Date: November 2024
Sponsor: GMEC

1. PURPOSE:

To define the processes and procedures for the provision of administrative support to Graduate Medical Education (GME) programs and residents in the event of an Extraordinary Circumstance which significantly alters the ability of the sponsoring institution and its programs to support resident education.

2. SCOPE:

This Policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited post-graduate training programs sponsored by Carilion Medical Center (CMC).

3. DEFINITIONS:

Extraordinary Circumstance is defined as an event or set of events causing significant alteration to the residency experience in one or more Carilion Medical Center GME programs. An Extraordinary Circumstance may or may not result in disruption of the provision of patient care within a residency program or throughout multiple residency programs and hospital departments. Examples of extraordinary circumstances include abrupt hospital closures, natural disasters, or a catastrophic loss of funding.

Designated Institutional Official (DIO) is the individual who has authority and responsibility for oversight and administration of Carilion Medical Center accredited Graduate Medical Education programs.

ACGME is responsible for the accreditation of Graduate Medical Education (GME) programs.

Institutional Review Committee is the committee of the ACGME that has oversight responsibility for institutional accreditation.

Review Committee Executive Director is the Chair of the residency-specific Residency Review Committee (RRC) of the ACGME. Each RRC sets standards for residency training in its specialty and inspects residency programs for compliance with their standards.

Temporary Transfer of a resident is defined as a time-limited placement of a Carilion Medical Center resident into another program/institution until such time as the Carilion Medical Center program can return to the provision of an adequate educational experience for its residents.

Permanent Transfer of a resident is defined as the transfer and enrollment of a Carilion Medical Center resident into another program/institution where they can complete their residency.

Resident and Faculty Contact List is defined as a list of all residents and key faculty enrolled in each training program to include contact phone numbers (cell phones, home phones), home address, e-mail address (home and work), and designated emergency contact names (including phone numbers, e-mail and home addresses). The contact list will also contain names, numbers, and e-mail addresses for key ACGME staff.

Central Contact System/Clearinghouse is defined as the Carilion Medical Center data repository and contact point for all faculty and residents to access and post Extraordinary Circumstance related information.

Resident refers to all interns, residents, and fellows participating in Carilion Medical Center accredited post-graduate medical education programs.

4. PROCEDURE:

- A. Declaration of an Extraordinary Circumstance:
 1. In the circumstance of the occurrence of events that impact the ability of the institution to continue adequate residency education, the DIO, in collaboration with the affected Program Director(s), Department Chair(s) and administration, will determine if an Extraordinary Circumstance has occurred.
 2. In response to circumstances that significantly alter the ability of a sponsor and its programs to support resident education, the ACGME may invoke the Extraordinary Circumstances policy.
 3. If the Chief Executive Officer of the ACGME, in consultation with the Chair of the ACGME Board, determines that a sponsoring institution's ability to support resident education has been significantly altered, he or she shall invoke the Extraordinary Circumstances policy. A notice

will be posted on the ACGME website with information relating to the ACGME's response to the Extraordinary Circumstances.

B. Communication process during a declared Extraordinary Circumstance:

1. The DIO will:

- a. Notify members of the GMEC, each Department Chair, the Chief Medical Officer, the Vice President of Medical Affairs, Vice President of Academic Affairs and the Chief Executive Officer of the Extraordinary Circumstance and the impact on residency education.
- b. Contact the ACGME President and Chief Executive Officer, or designee, with preliminary information and/or requests for information concerning the extraordinary circumstances within 10 days of the invocation of the policy.
- c. Provide a plan describing the continuation of residents'/fellows' educational experiences and any major changes to the Sponsoring Institution and its programs, consistent with the applicable ACGME Requirements, to the ACGME President and Chief Executive Officer within 30 days of the invocation of the policy, unless another due date is approved by the ACGME.
- d. arrange timely reassignment of residents and fellows, including their temporary or permanent transfers to other ACGME-accredited programs as needed to ensure they can continue their education.
- e. ensure that residents and fellows are prospectively informed of the estimated duration of any temporary transfer to another ACGME-accredited program; and,
- f. ensure that residents/fellows continually receive timely information regarding reassignments, transfer arrangements, and/or major changes to the Sponsoring Institution or its programs.

2. The Program Director(s) will:

- a. Contact the Review Committee Executive Director for their specific residency to provide Extraordinary Circumstance related information to the RRC and to respond to RRC requests for information.
- b. Contact all core and participating clinical faculty and residents in the program(s) as soon as possible after the declaration of an Extraordinary Circumstance.

- c. Notify as soon as possible the emergency contacts of injured or ill residents or residents who are missing during an Extraordinary Circumstance.
 - d. If possible, revise their educational program to comply with the applicable common, specialty specific Program and Institutional Requirements within 30 days of the invocation of the policy.
 - 3. Residents in affected programs should:
 - a. Sign on to the ACGME website to review instructions on changing their e-mail address in the ACGME Web Accreditation Data System (Web ADS) if needed.
 - b. Review the ACGME website as needed to obtain updates on Extraordinary Circumstance related information.
- C. Transfer of Residents:
 - 1. When the ACGME deems that a sponsoring institution's ability to support resident education has been significantly altered, the sponsoring institution must:
 - a. Arrange temporary transfers to other programs or institutions until such time as the program(s) can provide an adequate educational experience for each of its residents; or
 - b. Assist the residents in permanent transfers to other ACGME-accredited programs in which they can complete their education.
 - c. The DIO and Program Director will inform each resident of transfer decisions. The GMEC will be notified of all transfer decisions.
 - d. If more than one program or institution is available for temporary or permanent transfer, resident preference will be given priority in all transfer decisions. Transfer decisions will be made expeditiously in order to maximize the likelihood the resident or fellow will complete the academic year with the least disruption to her or his education.
 - e. Residents accommodated by temporary transfer will be informed of the intended minimum duration of the transfer and the projected maximum duration. The DIO and Program Director will inform each resident of the expected impact of the transfer on total length of training and notify each resident if a temporary transfer will continue to and/or through the end of a residency year.

2. After notification of the Review Committee Executive Director of the declaration of an Extraordinary Circumstance, Program Directors, in collaboration with their respective RRC, will begin contacting other programs and institutions to explore transfer opportunities. Program Directors will attempt to identify a range of accepting programs/institutions for affected residents to consider.
3. The DIO and affected Program Director(s) will work with accepting institutions and programs as needed to facilitate requests to the ACGME by the accepting institutions for increases in resident complement in order to accommodate the transfer of residents into the accepting institution's programs.
4. Decisions regarding the length of time and type of resident transfer (temporary or permanent) will be made by the DIO in collaboration with the Program Director and will be based on the projected time needed to remedy the Extraordinary Circumstance's impact on education.
5. At the outset of a temporary resident transfer, programs must inform each transferred resident of the estimated duration of his or her temporary transfer. When a program determines that a temporary transfer will continue through the end of the academic year, it must promptly notify each transferred resident.

D. Role of the ACGME

1. Once the ACGME has invoked the Extraordinary Circumstance policy:
 - a. The ACGME will maintain on its website phone numbers and email addresses for communication with the ACGME from affected institutions and programs.
 - b. The ACGME will provide instructions on its website for changing resident email information through the Accreditation Data System.
 - c. The ACGME will expedite the review and approval of submissions by programs relating to:
 - i. the addition or deletion of a participating site(s).
 - ii. change(s) in the format of the educational program(s)
 - iii. change(s) in the approved resident complement.
 - d. The ACGME may determine that one or more site visits is required. Prior to the visit, the DIO will receive notification of the information that will be required. This information, as well as information received by the ACGME during these site visits, may be used for accreditation purposes. Site visits that were

scheduled prior to the Extraordinary Circumstances may be postponed.

E. Financial Support for Resident Transfer:

1. Residents in Extraordinary Circumstance impacted programs will continue to receive full salary and benefits during the process of restoring the educational program or while transfer decisions are being made.
2. Residents transferred into other institutions on a temporary or permanent basis will cease to receive Carilion Medical Center pay and benefits once the new institution has established and assumed compensation for the transferred resident.
3. Carilion Medical Center will provide transferred residents up to \$1,000.00 to offset the cost of a temporary transfer and up to \$2,000.00 to offset the cost of a permanent transfer.

F. Information Storage and Access:

1. Resident and Faculty Contact List:
 - a. All resident and faculty contact information can be accessed on MedHub.
 - b. Residents and faculty will contact their Program to provide any and all changes to their contact list information as soon as possible after changes have occurred.

Dental Residency Addendum:

1. Interruption of an educational program may be due to unforeseen circumstances that take faculty, administrators or students away from the program.
2. If the DIO and the Dental Residency Program Director believes such an interruption has occurred which may compromise the quality and effectiveness of the dental education program, the Program Director will notify the Commission on Dental Accreditation (CODA) in writing of any such disruption.
3. The Program Director must provide a comprehensive plan to CODA for how the loss of instructional time will be addressed
4. A program which experiences an interruption of longer than two (2) years will be placed on the status of "accreditation with intent to withdraw."

Podiatry Residency Addendum:

1. Interruption of an educational program may be due to unforeseen circumstances that take faculty, administrators or residents away from the program.
2. If the DIO and the Podiatry Residency Program Director believes such an interruption has occurred which may compromise the quality and effectiveness of the podiatry education program, the Program Director will notify the Counsel of Podiatric Medical Education about such disruption to seek further guidance.

| Name | Title | Dept./Committee | Date |
|-----------------------|--------------|------------------------|-------------------|
| Daniel Harrington, MD | DIO | GMEC | November 20, 2007 |
| Daniel Harrington, MD | DIO | GMEC | January 1, 2011 |
| Donald Kees, MD | DIO | GMEC | January 21, 2014 |
| Donald Kees, MD | DIO | GMEC | July 18, 2017 |
| Donald Kees, MD | DIO | GMEC | February 18, 2020 |
| Arthur Ollendorff, MD | DIO | GMEC | November 19, 2024 |