

Graduate Medical Education Policy	Program Closure and Reduction
Facility/Sponsor	CMC/GMEC
Policy Origin Date	2007
Revision Date	March 2025

PURPOSE

Carilion Medical Center (CMC) is committed to the maintenance of high-quality Graduate Medical Education programs. However, there may be times when the Institution determines there is a need to close or reduce the size of its current programs. This policy outlines the procedures that must be followed in the event of program closure or reduction in order to ensure appropriate and timely communication between the Institution, the Designated Institutional Official (DIO), Graduate Medical Education Committee (GMEC), and affected Program Directors and residents.

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 graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

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

Resident refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

The Graduate Medical Education Committee (GMEC) is the committee authorized by the Board of Directors and administration of CMC to advise, monitor and evaluate all aspects of ACGME, CPME, and CODA accredited GME programs and residency education.

Transfer Program is an ACGME, CPME, or CODA accredited program that has the capacity and is willing to accept a resident affected by program reduction or closure. A transfer program is usually in the same specialty that the resident is currently training but is in another academic institution. There may be times when a resident chooses to transfer to a program in a different specialty to complete training. CMC may not force or require a resident to accept transfer to a training program in a new specialty. In addition, there may be times when an affected resident is considered for transfer to another CMC program in a different specialty. GME funding implications may be considered when evaluating all transfers between CMC programs.

PROCEDURE

1. If at any time the administration of CMC, the Institutional GME Office, a Residency Program, or a Sponsoring Department intends to reduce or close a GME program, the DIO, affected residents, and GMEC must be notified as soon as possible.
 - a. Notification from the parties desiring program reduction or closure must be made in writing to the DIO.
 - b. The appropriate representative must be present at the next regularly scheduled GMEC meeting to discuss the intent to reduce or close the involved program(s). The DIO may call a special meeting of the GMEC if he or she feels this is indicated.
2. The DIO will notify all affected residents in writing of the intent to reduce or close a GME program as soon as possible. Resident notification will occur after the GMEC members have been notified.

3. Every reasonable effort will be made to ensure that the reduction or closure of GME programs occurs at the completion of an academic year.
4. CMC will assist residents in affected training programs in completing their training at CMC or enrolling in another accredited training program.
5. Transfer of Affected Residents:
 - a. The Institution will assist residents in identifying alternate ACGME, CPME, or CODA accredited programs to which they can transfer to complete their education.
 - b. Affected residents may transfer prior to program reduction or closure after receiving written notification if the opportunity presents itself and the resident desires to do so. The Institution may not force an affected resident to remain at CMC to complete a period of training prior to reduction or closure.
6. If a transfer program cannot be identified, the institution will make every reasonable effort to allow residents to remain at CMC until a program can be identified or training is completed.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	December 18, 2007
Daniel Harrington, MD	GMEC	January 1, 2011
Daniel Harrington, MD	GMEC	April 1, 2011
Donald W. Kees, MD	GMEC	July 15, 2014
Donald W. Kees, MD	GMEC	October 24, 2017
Donald W. Kees, MD	GMEC	October 20, 2020
Arthur Ollendorff, MD	GMEC	March 18, 2025