



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 16

- A. SUBJECT: Administrative Support in the Event of a Disaster (I.R. I.B.8)
- B: EFFECTIVE DATE: June 17, 2015 (R)
- C: POLICY: Policy on Administrative Support to Graduate Medical Trainees in the Event of a Disaster or Interruption in Patient Care

All residents and fellows (herein after “graduate medical trainees”) shall be provided by the University of Virginia Health System and the Office of Graduate Medical Education the administrative resources necessary and required by the Accreditation Council for Graduate Medical Education (ACGME) to ensure their graduate medical education training is sustained during the event of a disaster or interruption in patient care.

D: PROCEDURE:

It is the responsibility of the individual graduate medical education training program to keep current address/contact information on file of all its graduate medical trainees and to include any alternate email addresses. Any changes in address/contact information must be communicated promptly to the Office of Graduate Medical Education who will maintain graduate medical trainees’ current information in New Innovations.

Upon declaration of a disaster or interruption in patient care, which is communicated by the Dean of the School of Medicine and/or Chief Executive Officer of the University of Virginia Health System, the Designated Institutional Official (DIO) for Graduate Medical Education will inform all appropriate personnel of such events.

The Office of Graduate Medical Education, working under the direct supervision of the DIO, will assess what steps need to be taken to assist all graduate medical trainees of the University of Virginia Health System who are facing a potential disruption in their graduate medical education training. Working collaboratively with both local and national academic centers, every effort will be made to place all graduate medical trainees in a graduate medical education program acceptable to all parties (the graduate medical trainee, the program director, the DIO, ACGME, and the certifying specialty Board).

Any necessary paperwork will be a collaborative effort between the Office of Graduate Medical Education and the graduate medical education training program. The appropriate agencies must be notified upon transfer (i.e., Virginia Board of Medicine, ACGME, certifying specialty Board).

Every effort will be made to restore each displaced graduate medical trainee to his/her position in his/her University of Virginia graduate medical training program. In the event that time away involved PGY advancement, the University of Virginia Health System will honor the advancement upon verification from the program director of the temporary ACGME-accredited program that the graduate medical trainee had successfully advanced. Such documentation must be kept in the

personnel file maintained by the graduate medical education training program and a copy must be sent to the Office of Graduate Medical Education.

Reviewed and Approved by GMEC: April 18, 2007

Reviewed and Approved by GMEC: November 19, 2009

Reviewed and Approved by GMEC Policy Subcommittee: January 10, 2012

Reviewed and Approved by GMEC: January 18, 2012

Reviewed and Approved by GMEC: June 17, 2015