



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 16

- A. SUBJECT: Administrative Support in the Event of a Disaster
- B: EFFECTIVE DATE: June 20, 2018 (R)
- C: POLICY: Policy on Administrative Support to Graduate Medical Trainees in the Event of a Disaster or Interruption in Patient Care

All graduate medical education residents and fellows (herein after "GME Trainees") shall be provided by the Sponsoring Institution, University of Virginia Medical Center, the administrative resources necessary and required by the Accreditation Council for Graduate Medical Education (ACGME) to ensure their training is sustained during the event of a disaster or interruption in patient care.

D: PROCEDURE:

It is the responsibility of the individual GME program to keep current address/contact information on file of all its GME Trainees and to include any alternate email addresses. Any changes in address/contact information must be communicated promptly to the GME Office who will maintain GME Trainees' current information in New Innovations.

Upon declaration of a disaster or interruption in patient care, which is communicated by the Chief Executive Officer of the University of Virginia Medical Center, the Designated Institutional Official (DIO) will inform all appropriate personnel of such events.

The GME Office, working under the direct supervision of the DIO, will assess what steps need to be taken to assist all GME Trainees who are facing a potential disruption in their training. Working collaboratively with relevant parties, every effort will be made to place all GME 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 GME Office and the GME 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 GME Trainee to his/her position in his/her University of Virginia Medical Center GME training program. In the event that time away involved PGY advancement, the University of Virginia Medical Center 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 GME Office.

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
Reviewed/Revised by GMEC Policy Subcommittee: June 12, 2018
Reviewed and Approved by GMEC: June 20, 2018