
UCLA GRADUATE MEDICAL EDUCATION DISASTER PLAN

Sponsoring Institution Policy:

**CONTINUATION OF GME FINANCIAL AND ADMINISTRATIVE PROGRAM
SUPPORT IN THE EVENT OF DISASTER OR INTERRUPTION IN PATIENT
CARE***

***Definition of disaster/interruption in patient care:**

A disaster is an event or set of events (e.g., natural disaster, human generated, or internal disaster, etc.) causing significant alternation to the residency experience at one or more residency/fellowship programs.

- A. Within the UCLA Healthcare System and School of Medicine, a formal disaster declaration will be made only in accordance with the UCLA Healthcare System and School of Medicine Disaster Plans.
- B. If the disaster occurs in an affiliate (non-UCLA) site of training, the GME Office will work with that site of training to determine whether a formal disaster declaration has been made based on the policies of that site of training.
- C. When warranted and after consultation with the Graduate Medical Education Committee (GMEC), if possible, the Designated Institutional Officer (DIO) may ask the ACGME to make a formal declaration of a disaster for particular programs or the entire institution according to ACGME policies and procedures. This information will be posted on the ACGME website. This formal declaration under ACGME policies creates significant flexibility for trainees to transfer to other institutions.

Procedure:

The UCLA Healthcare System and School of Medicine strives to provide a stable educational environment for resident trainees. If an event, or set of events, causes significant alternation to the residency experience in one or more residency programs or fellowships, the UCLA GME Office and/or GMEC will take the following steps:

1. As soon as possible, the GME Office will:
 - a. Gather data/information from facilities and training programs regarding the extent of damage and the impact of the disaster on the short-term (days/weeks) and long-term (weeks/months) function of individual programs and/or sites of training.
 - b. Work directly with the Dean's Office, the Medical Director's Office and Health System Administration to determine the short-term and long-term impact on clinical operations at sites affected by the disaster.
 - c. Consult with the University of California Office of the Vice President for Health Affairs. In particular, seek the assistance of the UC Committee on Graduate Medical Education to ensure that our colleagues at the UC Health

Sciences campuses are informed, and when applicable, working for a common solution for University of California residency training programs system-wide.

- d. Work with the DIOs and medical administrators at the Los Angeles major medical centers offering GME; in particular, the Associate Deans at the UCLA affiliated institutions.
2. The GME Committee will hold an emergency meeting after the disaster, if possible, to review the available information regarding the impact of the disaster on clinical operations and training programs. In some instances, extenuating circumstances surrounding these disasters may dictate a need for immediate decisions and preliminary planning. In such cases, the GME management team, (DIO/Senior Associate Dean for GME, the GME Director, and the Institutional GME Program Administrator) can serve as an executive committee. All information and actions taken by the Executive Committee in these situations will still be reported to the GMEC as soon as possible.
 3. The GME Executive Committee with GMEC consultation will meet regularly as necessary to continue its assessment of the situation and to make decisions regarding UCLA training programs. The GME Office will continue to provide administrative support to all affected programs during this period.
 4. Issues to be reviewed, assessed or acted upon by the GME Executive Committee include:
 - a. Patient safety
 - b. Safety of housestaff, faculty and staff
 - c. Supply of available faculty and housestaff for clinical and educational duties
 - d. Extent/impact of damage to the physical plant/facilities
 - e. Extent/impact of damage to clinical technology and clinical information systems
 - f. Extent/impact of damage to communication technology (e.g., phones, pagers, intra/internet)
 - g. Changes in the volume of patient activity in the short-term and long-term
 5. If the GME Executive Committee determines that a program or the institution cannot provide an adequate educational experience for a resident because of the disaster, both individual programs and the institution will work to:
 - a. Temporarily relocate a resident to a site of training within the institution or to a current local affiliate training site.
 - b. Arrange a temporary transfer for a resident to another program until the institution can provide an adequate educational experience for the resident. In so far as possible at the time of the transfer, the program will inform the resident being transferred regarding the minimum duration of the transfer and the anticipated total duration of the transfer.
 - c. Assist the resident in a permanent transfer to another program/institution.

6. Continuation of financial support in the event of a disaster will be dependent on the short-term and long-term impact on each program and the institution overall. Also, it will be dependent on current policies related to reimbursement.
 - a. For residents temporarily relocated to an affiliated training site, UCLA will work with the site to sustain resident salary and benefits.
 - b. For residents temporarily assigned to a program at another institution:
 - i. UCLA will work with the University, CMS and the receiving institution to provide resident salary (according to the UCLA stipend schedule) through the end of the current academic year. Some benefits (e.g., health insurance, etc.) may need to be coordinated with the temporary training site based on distance from Los Angeles.
 - ii. As soon as possible prior to the end of the PGY contract, the program will inform the resident of his/her status within the program for the next academic year.
 - c. For residents permanently transferring to another institution, UCLA will typically not cover salary and benefits.
 - i. If the UCLA training program closes permanently, some transitional funding may be provided by UCLA to the accepting institution.
 - ii. If the program is not permanently closed but a resident decides to permanently transfer to another institution, the costs of salary and benefits will be covered by the accepting institution as of the date of transfer.
7. The DIO will contact the ACGME as soon as possible to provide an update on the disaster and initial steps taken by the institution and the GMEC.
8. The DIO will continue to communicate with the ACGME regularly as needed to provide updates on any additional program or institutional issues—for both the short and long term. The DIO will contact the ACGME with regard to final plans to reconfigure any programs.

Reviewed and accepted by GMEC: 11/26/07