

**THE GEORGE WASHINGTON UNIVERSITY  
ADMINISTRATIVE SUPPORT FOR GME PROGRAMS IN THE EVENT OF  
DISASTER OR INTERRUPTION OF PATIENT CARE**

**I. Purpose**

The George Washington University School of Medicine and Health Sciences (GWU SMHS), as the sponsoring institution, is committed to assisting in reconstituting and restructuring residents' educational experiences as quickly as possible in the event of disaster or any major interruption in patient care services that would impact training.

**II. Scope**

This policy applies to all graduate medical education programs sponsored by The George Washington University School of Medicine and Health Sciences.

**III. Responsibility**

It is the responsibility of the directors of each residency program ("Program Directors"), SMHS officials, and the institutional Graduate Medical Education Committee (GMEC) to comply with this policy.

**IV. Definition**

A "disaster" is defined as an event or set of events causing significant alteration to the residency experience at The George Washington University School of Medicine and Health Sciences.

**V. Resident Transfers and Program Reconfigurations**

If GWU SMHS, as sponsor of the ACGME-accredited programs, determines in consultation with the leadership of the GWU Hospital, the GWU-Medical Faculty Associates (MFA) and affiliate institutions that it cannot provide an adequate educational experience for its residents because of a disaster, it will take the following actions:

1. Provide written notice to all residents in the event of an interruption in training via postal mail and/or electronic mail. If US Postal service and/or internet service is interrupted in the metropolitan Washington, DC area, a general notice will be posted at the GWU hospital, Ross Hall and the MFA Ambulatory Care Center.

2. Arrange temporary transfer of the residents to other programs and institutions until such time as the GWU- sponsored program can provide adequate experience *or* facilitate permanent transfers to other programs/institutions as indicated. Individual programs and the institution will make the keep/transfer decision expeditiously, so as to maximize the likelihood that each resident will complete his/her residency training in a timely manner.

If more than one program is available for a temporary or permanent transfer of a particular resident, the transfer preferences of the resident will be considered by the GWU SMHS.

3. Inform each transferred resident of the minimum duration of his/her temporary transfer, and continue to keep each resident informed of the minimum duration. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency training period, it must so inform each such transferred resident.
4. The University, MFA and Hospital will work together to identify other needed support as appropriate.

#### **VI. Communication with ACGME**

The Designated Institutional Official (DIO) will notify the ACGME Executive Director and, if appropriate, request a declaration of disaster. The ACGME will post the notice on its website [www.acgme.org](http://www.acgme.org).

Within ten days after the declaration of disaster by ACGME, the DIO of GWU SMHS or his/her designee will contact ACGME to discuss revised due dates that ACGME will establish for the affected programs' submission of the program(s) reconfigurations necessary because of the disaster and notifications to the affected programs' residents of the resident transfer decisions.

If the ACGME has not received a communication from the DIO, the ACGME will attempt to establish contact to determine the severity of the disaster and its impact on the residents' educational programs.

All information will be submitted no later than 30 days after the disaster unless other due dates are approved by the ACGME.

Approved by GMEC: May 19, 2008