



## **UCF COM/HCA GME Consortium Catastrophic/Disaster Event Planning for GME programs and Resident Transfers**

Purpose/Intent: Institutional sponsor must have a policy to address administrative support for GME programs and residents in the event of a catastrophic event, disaster or interruption in patient care. This policy includes information about assistance for continuation of resident assignments, salary and benefits (IV.M).

Policy summary: The UCF/HCA GME consortium is committed to assisting in restructuring resident's educational experiences as quickly as possible following a catastrophic event or disaster.

1. A catastrophic event is defined as an event or sequence of events resulting in a significant alteration or disruption of the residency training experience. This situation may be anticipated or unanticipated, and may have short term or longer term impact. Examples of a catastrophic event include weather related disaster and a loss of a major participating site's loss of accreditation to perform patient care.
2. Each faculty member, resident, and staff member involved with GME must have regularly updated personal contact information (which will be maintained in both electronic and paper format) with both the residency program and the GME office to include cell phone number, emergency contact person, and outside email address when possible.
3. Each individual is responsible for monitoring UCF, GME, and hospital websites or other designated hospital command centers in the event of a local disaster (weather, other).
  - a. Residents are expected to perform as physicians and professionals in the context of the specific disaster, taking into account their level of training, their specialty, and their demonstrated level of competence.
  - b. Residents should always have appropriate supervision given their level of training and competence. Residents without regular unrestricted Florida medical licenses must always work under supervision. Even with a regular medical license, residents should not be expected to perform in any situations outside their scope of competence and practice. Resident safety must be taken into account.
  - c. The duration of engagement during a disaster must be considered, including impact on resident education, achievement of milestones, and board eligibility status.
4. Program directors must first contact the CGME office the DIO or ADIO with questions regarding catastrophic events. Residents must first attempt to contact their program directors, local GME office or CGME office.
5. The CGMEC will meet as soon as possible following catastrophic event declaration. The GMEC and consortium executive board will determine whether existing programs can continue with or without restructuring and whether temporary or permanent transfer of residents to another institution will be necessary.

6. If the disaster is expected to cause a serious or extended disruption of resident assignments that might affect programs' abilities to be in compliance with ACGME requirements (program, common, institutional), the DIO or designee will contact the Executive Director of the Institutional Review Committee (ED-IRC) by telephone. This should be done within 10 days after declaration of a catastrophic event.
  - a. Once the ACGME has obtained sufficient information about the situation from the DIO, the ED-IRC will provide relevant information to the Executive Directors of the Residency Review Committees (RRCs) involved.
  - b. Due dates may be established by the ACGME to submit program reconfiguration requests to ACGME and to inform each program's residents of the plan
  - c. Program directors may contact their respective ED-RRC to discuss specialty specific concerns.
  - d. The DIO will notify the ED-IRC when the disaster has been resolved.
7. If the program cannot provide adequate educational experiences for each resident, it will arrange temporary transfers to another ACGME accredited program by establishing a PLA, or assist the residents in obtaining a permanent transfer to another program.
8. The DIO or designee will contact the ACGME Executive Directors with requests related to resident transfers.
9. The ACGME website provides phone numbers for key ACGME staff who may provide assistance. Instructions are available on the ACGME website on how to request adjustment of resident complement numbers and change email addresses.
10. Residents who temporarily transfer to other institutions remain UCF employees and receive pay and benefits from UCF. Receiving institutions are responsible for requesting temporary complement increases from the respective RRC(s).
11. Residents who permanently transfer will no longer be employees of UCF or receive pay or benefits from UCF. To initiate a permanent transfer, the resident should provide a written request to the original program director.
12. Documentation policy regarding resident transfers: The program director must provide written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident using ACGME milestones assessments. Similarly, before Consortium GME program accepts a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident from the original program director in the form of either an ACGME or CanMEDS Milestones assessments.