

**INOVA FAIRFAX HOSPITAL MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Administrative Support for GME Programs in the Event of a Disaster or Interruption of Patient Care

I. Purpose:

To establish a policy for all graduate medical education training programs sponsored by Inova Fairfax Medical Campus for use in the event of a 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 Inova Fairfax Medical Campus.

III. Definitions:

A “disaster” is defined as an event or set of events causing significant alteration to the educational experience at Inova Fairfax Medical Campus.

“House Staff/House Officer” refers to all interns, residents and fellows enrolled in a graduate medical education training program.

IV. Responsibility:

It is the responsibility of the program directors for each program, the Institutional Graduate Medical Education Committee (GMEC), and the Designated Institutional Official (DIO) to comply with this policy.

V. House Staff Transfers and Program Reconfigurations:

During and/or immediately after a disaster, house staff will be allowed and encouraged to continue their roles where possible, and to participate in disaster recovery efforts. House Staff will continue to receive their salary and benefits during any (disaster) event recovery period.

If Inova Fairfax Medical Campus, as the sponsor of the ACGME and CPME-accredited programs, determines in consultation with the Hospital Administration, program directors and DIO, that it cannot provide an adequate educational experience for its house staff because of a disaster, it will take the following actions:

1. Provide written notice to all house staff in the event of an interruption in training via electronic and/or postal mail. If the internet service or US Postal Service is interrupted due to a disaster, a general notice will be posted in the Office of Graduate Medical Education.
2. Arrange temporary transfer of the house staff to other programs and institutions until such time as the Inova sponsored program can provide an adequate experience or facilitate permanent transfers to other programs/institutions as indicated. Individual programs and the institution will make every effort to

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complete the keep/transfer decision expeditiously, so as to maximize the likelihood that each house officer will complete the training year in a timely manner.

In the event more than one program is available for a temporary or permanent transfer of a particular house officer, the preferences of the house officer will be considered by the Inova sponsored graduate medical education leadership.

3. Inform each transferred house officer of the minimum duration of his/her temporary transfer, and continue to keep each house officer informed of the minimum duration. If and when a program decides that a temporary transfer will continue through the end of a training year, it must inform the house officer.

VI. Communication with the ACGME:

The DIO will notify the ACGME Executive Director and, if appropriate, request declaration of disaster. The ACGME will post the notice on its website www.acgme.org.

Within ten days after the declaration of disaster by the ACGME, the DIO and/or designee will contact the ACGME to discuss due dates that the ACGME will establish for the affected programs to a) submit program reconfigurations to the ACGME and b) to inform each program's house staff of transfer decisions.

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

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