

**WOMACK ARMY MEDICAL CENTER (WAMC)
GRADUATE MEDICAL EDUCATION (GME) DISASTER PLAN**

**Policies and Procedures for Closure or Interruption of Residency/Professional
Graduate Program Training Secondary to a Disaster**

I. Purpose: to establish the procedures to be implemented by the Graduate Medical Education programs in the event that a catastrophic event such as fire, natural disaster, or other emergency event mandates that interfere with the training residents or other allied professional graduate trainee.

II. Accountability: It is the responsibility of the Designated Institution Official (DIO), Deputy DIO, and each of the Program Directors, to initiate these procedures and monitor the effectiveness of the process.

III. Definition: A disaster is any event which occurs at the sponsoring Institution or at any of the major participating Institutions, which significantly and adversely affects resident / allied professional graduate trainee experience in their training program. This event may range from major structural damage to the facility, to an abrupt and severe shortage of personnel or financial support of the Institution.

IV. General Policy: In case of an emergency or catastrophic event, or natural disaster, the following will be implemented to provide interim disposition of the residents / allied professional graduate trainee which will conform to ACGME/RRC and the other allied professional graduate training requirements, as well as Department of Defense and United States Army Graduate Medical Education (AGME) policies. Army GME policy mandates that if local remedies are not practicable, residents may be transferred to other RRC accredited programs and allied accredited graduate programs, with first priority being those in Department of Defense training facilities, with civilian institutions being considered only if additional DoD training capacity does not exist. Womack residents affected by these conditions will be assigned to other Department of Defense training programs (Army, Navy, or Air Force) or will be placed in accredited civilian institutions via Army sponsored civilian training.

a. Immediately when disaster conditions arise that prohibit the Institution from maintaining applicable ACGME standards and guidelines for Graduate Medical Education and any other accredited graduate programs, the following are notified by the Designated Institution Official (DIO) or his appointee: (1) The Commander of the Medical Center. (2) The Chief of Staff of the Medical center. (3) Department Chiefs of the affected residencies and allied graduate programs. (4) Program Directors of the affected residencies and allied graduate programs. (5) The Executive Director of the ACGME. (6) The Executive Directors of the Residency Review Committees of the affected programs and the Executive Director of the Institutional Review Committee. (7) The Executive Directors of the corresponding

allied graduate programs. The Commander will notify the Director of AGME and the Army Surgeon General, Washington, DC.

b. The Program Directors, DIO and the GME administrator will maintain operational awareness of the location of the residents, allied graduate trainees and their families, including available cell phone numbers, email addresses, and next-of-kin contact information. Immediate efforts will be instituted to determine the location and method of contact of all residents and allied graduate trainees. The DIO, Program Directors, and GME office will ensure that the safety of all trainees and their families is confirmed. A central contact phone number for communication with the Command Center will be provided to all trainees and their families. The DIO, Program Directors, GME office, RRC's and allied educational organizations will remain in contact to ensure that relocation efforts are being initiated, and that the residents and allied graduate trainees are aware of the progress of these efforts. When appropriate, the residents and allied graduate trainees will participate in decisions as to relocation sites. If relocation is necessary, it will be achieved via the normal Permanent Change of Station procedures.

c. When the program interruption is presumed to be short-term, only a few months, because the conditions are anticipated to be corrected without permanent relocation of the trainees, the DIO and Program Directors will contact the RRC, allied educational accrediting agencies and AGME in an attempt to facilitate local solutions or temporary duty (TDY) at DoD facilities. Long-term closure of programs, particularly in the face of local disaster conditions which disrupt the hospital operation and living conditions in the area, will involve joint efforts among the RRC's, allied educational accrediting agencies, the DIO, the Program Directors, TSG Consultants and AGME. Efforts will be made to honor resident, allied graduate trainee geographical preference for a training site to the extent that it is practicable. The first options will always be accredited programs in the Department of Defense training system, to include temporary increases in currently accredited programs if approved by the RRC. Only if the resident or allied graduate trainee cannot be accommodated within the DoD training system may the resident or allied graduate trainee select and apply for admission to a civilian program of his/her choice as an Army sponsored resident or allied graduate trainee. Programs on probation or otherwise considered inappropriate by the RRC or allied educational accrediting agency will not be an acceptable site for further training.

d. At a reasonable time following the application of the above processes, the DIO will contact the ACGME/RRC and the other allied educational accrediting agencies to discuss the plans for the future of GME at this Institution. If there has been only temporary interruption of training, a proposal will be offered to the appropriate ACGME/ other allied educational accrediting agencies officials indicating the plan and seeking at least verbal acknowledgement and/or tentative approval. This may result in a later site visit on one or more occasions by the RRC(s) or other allied educational accrediting agencies. If it appears that there will be a long term interruption of training, the Institution may, after consultation with

AGME or other allied educational accrediting agencies, request voluntary withdrawal of accreditation and apply for accreditation as a new program at a later date.

e. The DIO will maintain ongoing communication with the Institutional Review Committee Executive Director or other allied educational accrediting agencies to ensure that the process of relocating the residents/allied graduate trainees is proceeding in an appropriate fashion. Any and all information taken from these phone or email contacts will be forwarded to and discussed with the Program Directors, the ACGME, other allied educational accrediting agencies and the Surgeon General's office.

f. The Program Directors throughout the process of relocation of the trainees will similarly keep their RRC Executive Directors and other allied educational accrediting agencies informed as to their progress in securing slots in accredited programs since the RRC and the other allied educational accrediting agencies must provide final approval. Even though there is no formal RRC committee meeting that will confirm the placement, this can be accomplished by the RRC Executive Director and the Chairman of that specific RRC, with the approval of the receiving institution (Program Director and DIO). It is imperative that the WAMC DIO and Program Director on the reassignment of residents and the other graduate trainees recognize the role of the receiving Institution and ensure that AGME and the other allied educational accrediting agencies does not initiate any action, particularly issuing orders, fund sites, Report No Later Than dates, until the resident or graduate trainee has had a chance to discuss the move with his/her Program Director, DIO, or AGME.

g. The resident and allied graduate trainee will continue to receive from finance his/her regular pay and allowances, as well as any additional funds that are authorized under Army policy.

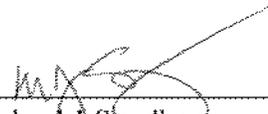
SUMMARY OF PROCESSES THAT WILL EXPEDITE SUCCESSFUL IMPLEMENTATION OF ABOVE ACTION PLAN

1. Program Directors and DIO will establish a personnel information file on all residents and allied graduate trainee to include contact information in the event of an emergency.
2. The resident/ allied graduate trainee, Program Director, DIO, and AGME will ensure that appropriate Army policy is followed.
3. Transfer letters will be accomplished by the Program Directors and DIO, and there will be appropriate documentation from AGME to establish the movement authorizations and changes, if necessary, in the resident's contract/obligation to the Army.

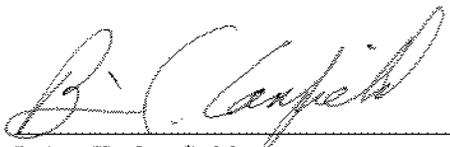
4. The gaining institution will be responsible for requesting complement increases in their program to accommodate the moving resident to that program.

5. Any and all expenses regarding this transfer of residents/ allied graduate trainee and their families will be handled via existing Army policy.

Approved:



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