

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. E. PROGRAM CLOSURES AND REDUCTIONS

E.1. Policy

GME Policy on Program Closures and Reductions (Formerly III.E. PROGRAM DOWNSIZING)

E.2. Purpose:

To establish a policy that addresses a reduction in size or closure of a residency or fellowship program or closure of the Institution.

E.3. Introduction:

ACGME Institutional Requirements

IV.N. Closures and Reductions: The Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following: (Core) IV.N.1. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and, (Core) IV.N.2. the Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an) other ACGME accredited program(s) in which they can continue their education. (Core)

E.4. Definitions:

- Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of graduate medical education consistent with the ACGME Institutional Requirements. The Sponsoring Institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, or an educational foundation).

- Participating Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows. Examples of participating sites include: a university; a medical school; a teaching hospital, including its ambulatory clinics and related facilities; a private medical practice or group practice; a nursing home; a school of public health; a health department; a federally qualified health center; a public health agency; an organized health care delivery system; a health maintenance organization (HMO); a medical examiner's office; a consortium; or an educational foundation.

- Major Affiliate: Formal Affiliation Agreements between a Sponsoring Institution and Participating Site for the academic purposes of resident/fellow education. All parties to the agreement have a degree of shared responsibility for the training program. A Major Affiliate may have trainees from all or most of the Sponsoring Institution's training programs, or, all trainees from one program. A Major affiliate may be the primary clinical training location for a program with few or no rotations to the sponsoring institution site.
- Graduate Medical Education: The period of didactic and clinical education in a medical specialty or subspecialty which follows the completion of undergraduate medical education and which prepares physicians for the independent practice of medicine in that specialty or subspecialty. Also referred to as residency or fellowship education.
- Designated Institutional Official (DIO): The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs at that institution.

E.5. Policy:

1. The Sponsoring Institution and Participating Site must inform the DIO, Vice President (VP) of Graduate Medical Education, and the residents of affected program(s) as soon as practicable when the Major Affiliate or a Participating Site intends to reduce the size of or close one or more programs, or when the Sponsoring Institution, Participating Site, or a Major Affiliate intends to close.
2. DIO and/or Vice President of Graduate Medical Education will inform the Graduate Medical Education Committee Chair (if GMEC Chair is not DIO or VP of GME)
3. GMEC Chair will notify the Graduate Medical Education Committee (GMEC) when a Major Affiliate or Participating Site change impacts trainees in sponsored residency or fellowship programs.
4. The Sponsoring Institution or Participating Institution(s) must either allow residents already in the program(s) to complete their education or make every effort in good faith and working with the GME Program(s) to assist the residents affected by a proposed closure or reduction to identify and enroll in an ACGME-accredited program(s) in which they can continue their education. All necessary documentation including assessment of competence, schedules of rotations completed, procedures privileged and any other assessments or records requested by an accepting program and/or required by accepting program will be provided in a timely manner.
5. In the event of reduction of program size, to the greatest extent possible, residents already in the program will be allowed to complete the program, and when feasible only future positions offered in the program(s) will be reduced.
6. If as the result of a catastrophic event or disaster situation a program or the institution cannot provide at least an adequate educational experience for each of its residents/fellows, the GME Administrative Support Disaster Response Policy will be followed.
7. All differences of opinion, interpretation and application of this policy and supporting

guidelines are reserved for final determination by the DIO and/or the Chair of the Graduate Medical Education Committee.

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