CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY

DISASTER POLICY

Purpose
To outline the process for Conemaugh Memorial Medical Center (CMMC) residencies/fellowships in the event of an impending disaster that would impact its residencies/fellowships and to protect the well being, safety, and educational experience of residents/fellows enrolled in CMMC training programs. If the DIO is not available, the medical director of medical education will act in his/her place.

Applies To
All residency/fellowship programs at Conemaugh Memorial Medical Center.

Policy
Following declaration of a disaster, the GMEC working with the DIO and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible.

Procedure
    A. Once the DIO and the GMEC determine that the sponsoring institution can no longer provide an adequate educational experience for its residents/fellows, the sponsoring institution will, to the best of its ability, arrange for the temporary transfer (with the maximum length of time designated by the GMEC) of the residents/fellows to ACGME approved programs at other sponsoring institutions until such time as CMMC is able to provide an adequate educational experience for each of its residents/fellows. Program directors will provide an estimate of the amount of time that relocation to another program will be necessary to residents/fellows who transfer to other programs as a result of a disaster. If that initial estimate must be extended, the residents/fellows will be notified by their program directors by written or electronic means with an updated estimate.

    B. If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a period (as designated by the GMEC following the disaster) permanent transfers will be arranged.

    C. The DIO will be the primary institutional contact with the Director of the Institutional Review Committee of the Accreditation Council for Graduate Medical Education (ACGME) and the appropriate official of the American Osteopathic Association (AOA) regarding disaster plan implementation and the needs within the sponsoring institution. The program directors should contact the appropriate executive directors of the residency/fellowship review committees with information and/or requests for information.

    D. In the event of a disaster, the ACGME will provide contact information on its website (www.acgme.org) for use by disaster-affected institution and programs.

    E. In the event of a disaster affecting other sponsoring institutions of graduate medical education programs, the program leadership at CMMC will work collaboratively with the DIO who will coordinate the means to accept transfer trainees, in good standing, from other institutions. This will include creating the process for contacting the ACGME and AOA and requesting the increases in complements that may be required

to accept additional residents/fellows for training. Programs currently under a proposed or actual adverse accreditation decision by the ACGME or AOA will not be eligible to participate in accepting transfer residents/fellows.

F. Programs will be responsible for establishing procedures to protect the academic and personnel files of all residents/fellows from loss or destruction by disaster (including scanning pertinent data). This should include a plan for storing data in a separate geographical location away from the sponsoring institution. This will be done in conjunction with CMMC's management information systems department.

G. Resident/fellow data is also stored on servers with organizations such as FREIDA, NRMP, ACGME Web ADS and New Innovations. This data, although not as comprehensive as data with the hospital/programs, would be available unless their servers are also impacted by a disaster.

References
IR: IV. m. (Disaster and Institutional GME Policies and Procedures)

GMEC Revised: 1/2016, 3/2018