

<b>Policy #:</b> 017.001
<b>Policy Title:</b> Disasters
<b>Sponsor:</b> David Brown, MD; DIO
<b>Approved by:</b> Graduate Medical Education Committee

**Purpose**

Florida International University (FIU) has adopted the following policy to define the basic procedures and assigned responsibilities to efficiently and effectively reconstitute and restructure trainee training experiences in the event of a disaster. This document is intended to complement and coincide with all existing disaster plans at FIU.

This policy addresses Accreditation Council of Graduate Medical Education’s (ACGME) Institutional Requirement *IV.M. Disasters: The Sponsoring Institution must maintain a policy consistent with ACGME Policies and Procedures that addresses administrative support for each of its ACGME-accredited programs and residents/fellows in the event of a disaster or interruption in patient care. IV.M.1. This policy should include information about assistance for continuation of salary, benefits, and resident/fellow assignments*

**Definitions**

**Disaster:** is defined as an event or set of events (natural or man-made) causing significant alteration to the trainee experience at one or more residency programs.

**Background**

Disasters can be national, regional or local. The South Florida area is uniquely at risk for natural disasters such as hurricanes and tropical storms. The goal of emergency management at FIU and other participating sites is to ensure that all FIU-sponsored graduate medical education (programs are prepared to respond to, recover from, and mitigate the impact of any emergency/disaster situation.

An ACGME-declared disaster is defined in the ACGME Policies and Procedures (II.H.2.). An extreme emergent situation is a local event such as a hospital-declared disaster for an epidemic that affects trainee education or the work environment but does not rise to the level of a national disaster. This policy addresses both issues.

**Policy**

**Designated Institutional Official (DIO) Responsibilities**

1. The DIO will have primary responsibility as liaison between Florida International University and the ACGME.
2. The DIO will coordinate all trainee clinical and educational activities during a disaster.
3. The DIO will coordinate with the FIU Human Resources and Finance departments to provide information to trainees about assistance for continuation of salary and benefits.

**Program Director Responsibilities**

1. The Program Director will be responsible for verifying the health and safety of all trainees in their training program and relay this information to the DIO.
2. If needed, the Program Director will arrange temporary transfers to other institutions until such time as participating sites are able to resume providing an adequate educational experience.
3. The Program Director will make his or her best efforts to ensure that each transferred trainee receives a quality educational experience at their new training site. The Program Director will regularly confer with the trainees and program director(s) at the site to make sure that educational needs are being met.

### **Trainee Responsibilities**

1. Trainee teams may be needed to stay at the hospital to ensure patient care is maintained. Trainees should contact their Program Director, Supervising Faculty, or Chief Trainees for information regarding emergency coverage. Clinical work hours and fatigue will be monitored in such situations.

### **Procedure**

All trainee clinical work and educational assignments will be coordinated through the Office of Graduate Medical Education.

### **Designated Institutional Officer**

1. Will immediately notify the ACGME of the occurrence of a disaster at FIU and/or participating sites. Upon notification from the DIO or another credible source, the ACGME Chief Executive Officer will make a declaration of a disaster. A notice of such will be posted on the ACGME website with information relating to the ACGME response to the disaster.
2. Will convene the Graduate Medical Education Committee (GMEC) and other appropriate institutional leadership in order to ascertain the status and operating capabilities of all FIU sponsored graduate medical education training programs. If training facilities are damaged and unable to continue operations, the GMEC will make a recommendation as to continuation of training.
3. Will contact the ACGME within ten days after the declaration of a disaster to discuss the length of training for the program.
4. Shall submit program reconfigurations to the ACGME.
5. Inform each trainee of any transfer decisions. The due dates for submission shall be no later than thirty days after the disaster unless otherwise approved by the ACGME.
6. May contact the Executive Director of the ACGME Institutional Review Committee with information and/or requests for information.

### **Program Directors**

1. Will assist trainees in obtaining permanent transfers to other institutions, if needed, in order to continue and complete their training.
2. If a transfer to another institution is necessary and if more than one institution is available, the Program Director will consider the educational needs and preferences of each trainee and make their best efforts to find an appropriate training site.

- a. Programs must make these transfer decisions expeditiously to maximize the likelihood that each trainee will finish their training in a timely fashion.
3. At the outset of a temporary trainee transfer, programs must inform each transferred trainee of the minimum duration of the transfer, estimated actual duration of their temporary transfer, and continue to keep each resident informed of such durations.
  - a. If a program decides that a temporary transfer will continue through the end of a training year, each transferred trainee will be notified of the same.
  - b. Transferred trainees will be allowed to return to participating sites as soon as the institution(s) is operative, or they may stay at the transferred institution for a reasonable length of time in order to maintain a continuum of their education.
4. The Program Director should call or email the appropriate Review Committee Executive Director with information and/or requests

**Trainees**

1. Trainees should contact the Program Director as soon as reasonably possible to verify their safety, current/anticipated location, and any changes to their contact information.
2. Trainees shall follow departmental protocols to ensure that adequate provisions are made for patient care.
3. All transferred trainees should refer to instructions on the ACGME Web Accreditation System to change trainee email information.

**Related Policies**

Trainee Agreement of Appointment/Contract

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