



## **POLICY: Disaster Policy**

**PURPOSE:** The ACGME requires that every Sponsoring Institution have a written plan to address administrative support for GME programs and House Staff in the event of a disaster or interruption in patient care.

### **Definition**

**Disaster:** An event or set of events, which would require application of this policy, causing significant alteration to the residency training experience in one or more UCSF Fresno residency/fellowship programs.

**Procedure:** After declaration of a disaster, triggering implementation of the UCSF Fresno House Staff Disaster Policy, if an adequate educational experience cannot be provided for each House Staff due to a disaster, UCSF Fresno will immediately do the following:

1. The Associate Dean will call a meeting of the Chiefs/Program Directors to determine if interruption of House Staff training is necessary due to disaster. The meeting will include consideration of expanding resident responsibilities/duties as appropriate to assist in the event of a disaster and consideration of continued salary and benefits through completion of transfers should transfers be implemented due to disaster event.
2. The Designated Institutional Official (DIO) or his/her designee will call or email the ACGME Institutional Review Committee Executive Director and other accrediting institutions as appropriate with information and/or requests for information. Similarly, the Program Directors will contact the appropriate Review Committee Executive Director with information and/or requests for information.
3. Program Directors will arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience for each of its House Staff.
4. Program Directors will be responsible for ensuring pertinent information from each House Staff's file is supplied to the Program Director of the receiving institution.
5. If determined to be a long interruption, Program Directors will cooperate in and facilitate permanent transfers to other programs/institutions. Programs/institutions will make the keep/transfer decision expeditiously so as to maximize the likelihood that each House Staff will timely complete the academic year.
6. Inform each transferred House Staff of the minimum duration of his/her temporary transfer, and continue to keep each individual informed of the minimum duration. If and when a program decides that a temporary transfer will continue to and/or through the end of an academic year, it must so inform each such transferred House Staff.

House Staff should be in contact with their Program Director and if unable to contact their Program Director (or designee), they should call or email the appropriate Review Committee Executive Director with information and/or requests for information. Additionally, House Staff can check the ACGME Website as a source for ongoing information about the status of the disaster declaration for House Staff and program representatives.

Within ten days after the declaration of a disaster, the DIO or his/her designee will contact ACGME to discuss due dates that ACGME will establish for the programs

1. To submit program reconfigurations to ACGME and

2. To inform each program's House Staff of transfer decisions.

The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by ACGME.

***Programs are required to keep an updated electronic and hard copy contact information list for their faculty and House Staff to be reviewed annually or as necessary updates are made.***

**Local Extreme Emergent Situations:** The responsibility of ACGME-accredited and non-accredited programs at UCSF Fresno is that program directors should first and foremost consult and coordinate with the Associate Dean/DIO and the GME offices concerning the impact of extreme emergent situations (e.g. epidemics) on House Staff education and work environment in accordance with institutional and partnering facility disaster policies. Extreme emergent situations are localized to one sponsoring institution, a participating institution or another clinical setting.

If an extreme emergent situation causes serious, extended disruption to resident assignments, educational infrastructure, or clinical operations that might affect the sponsoring institution's or its programs' ability to conduct resident education in substantial compliance with ACGME standards, the Associate Dean/DIO will report these events to the Executive Director for the Institutional Review Committee to document the event and explain any significant variations in House Staff clinical experience, case volume, or educational assignments identified in future program or institutional accreditation reviews.

**Document Storage:** The Graduate Medical Education Office and program House Staff files should be considered confidential at all times. Prior to 2018, the UCSF Fresno Graduate Medical Education office maintained a House Staff database on the X drive and in e-Value. Beginning in 2018, UCSF Fresno residency and fellowship training programs utilize MedHub for all residency electronic documentation including evaluations. MedHub maintains all House Staff electronic documentation located in another state.

**Additional References:**

UCSF Fresno Emergency Action Plan

ACGME Institutional Requirements, IV.M

Partnering facilities disaster plans –Veteran's Administration Central California Health Care System and Community Regional Medical Center.

*(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)*

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