

<b>GME Policy #: III-I</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 3</b> Effective: 06-18-08
	<b>Subject: Training Program Closure or Reduction in Size</b>	

**POLICY**

*Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) recognizes the need and benefits of graduate medical education and sponsors residency and fellowship programs that emphasize personal, clinical and professional development. PAH ensures, through the Graduate Medical Education Committee (GMEC) Internal Review process, that its training programs are in substantial compliance with the institutional, common and special requirements of the Accreditation Council for Graduate Medical Education (ACGME) and its individual Residency Review Committees (RRC).*


The sponsoring institution of a training program must inform the GMEC, the Designated Institutional Official (DIO) and the residents, as soon as possible when it intends to reduce the size or close one or more programs or when the sponsoring institution intends to close. If the ACGME withdraws accreditation of a program or reduces its complement, or if a decision is made to close or reduce the size of a program, or to close the sponsoring institution or a Major participating institution (MPI), PAH will establish a phase-out plan that allows current trainees to complete their training. If that is not possible, every attempt will be made to locate positions for those trainees to enroll in other ACGME accredited training programs in which they can continue their education.

Circumstances that may lead to reduction in the size of a training program, program closure or the elimination of a MPI may include:

- Failure of the program or MPI to correct concerns and/or comply with recommendations of the GMEC based on the Internal Review of the program;
- Failure of the program or MPI to correct citations by the ACGME or RRC;
- Decreased financial or educational resources to support the program or MPI.

**PURPOSE**

To describe the circumstances and procedures for reducing the size of or closing a residency (includes fellowship) program, as well as eliminating a MPI or the closure of the sponsoring institution.

Supersedes	 Issued by:
	R. Michael Buckley, MD Designated Institutional Official

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**SCOPE**

This policy applies to all ACGME accredited training programs sponsored by PAH

**IMPLEMENTATION**


The implementation of this policy is the responsibility of the GMEC, PAH Chief Medical Officer, DIO, Department Chairs and Program Directors.

**PROCEDURES**

1. Reduction or Closure of a Training Program


- Any requests for closure or reduction in size of a training program or elimination of a MPI or closure of the sponsoring institution must be submitted in writing to the Chair of the GMEC. Such communication should detail the rationale for the program closure/reduction or elimination of the MPI as well as a detailed action plan for the disposition of the effected residents in the program.
- To the extent feasible, the action plan should address how the positions will be reduced over time and how residents will be transitioned to other sites or programs. The GMEC expects all displaced residents to be allowed to either complete training at PAH or be assisted in finding a position in another training program.
- All displaced residents will receive salary and benefits from PAH until they transfer to another program. If a resident refuses placement in an accredited program, they will forfeit salary and benefits after 1 month.
- If the action plan documentation is deemed adequate by the Associate Dean for GME and the DIO, the program director will present the rationale to the full GMEC, DIO and Associate Dean for GME as soon as possible.
- The GMEC will discuss the rationale and carefully review the action plan for placement of displaced residents. The GMEC may defer the request if the action plan is deemed inadequate.
- After approval of the reduction or closure, the residents will be notified in writing of the action within 10 days of the GMEC decision.

2. Closure of PAH

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- The Sponsoring Institution must inform the GMEC, the DIO, and the residents as soon as possible when it intends to close.
- The Sponsoring Institution must either allow residents already in the program(s) to complete their education or assist the residents in enrolling in an ACGME-accredited program(s) in which they can continue their education.

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