Disaster and Local Extreme Emergent Situation
Policy and Procedures

Policy Number: GME - 004
Effective Date: November 18, 2009
Version: 01

Description:
UCSD Medical Center and affiliated institutions have adopted emergency plans to guide the institutional response to specific disasters. This policy is intended to augment these plans and specifically addresses the clinical duties, education, and the working environment of House Officers during disasters or local extreme emergent situations (LEES).

Purpose:
To provide guidance to program leadership in the event that a disaster or LEES occur at UCSD or an affiliated institution in order to assure House Officer safety, continued administrative support for GME programs and residents, as well as other issues that may result from significant alternations to the residency experience at one or more training programs.

Scope:
This policy is intended to augment existing disaster plans that are applicable to the institutions affected, focusing specifically on House Officers in graduate medical education programs sponsored by UCSD.

Definitions:
A disaster is an event or set of events (e.g., natural disaster, human generated, etc.) which impacts an entire community or region for an extended period of time causing significant alternation to the training experience at more than one institution involved in the education of UCSD House Officers.

A local extreme emergent situation (LEES) is an event, such as an epidemic, that impacts the clinical duties, education, and working environment of one sponsoring institution, participating institution, or other similar setting, and causes the institution to implement its disaster plan.
POLICY:

1) Within the UCSD Healthcare System and School of Medicine, a formal disaster declaration or LEES will be made only in accordance with existing UCSD Disaster Plans.

2) If the disaster or LEES occurs in an affiliate (non-UCSD) site of training, the GME Office will work with that training site to determine whether a formal disaster declaration has been made based on the policies of that institution.

3) When warranted, and after consultation with the Graduate Medical Education Committee (GMEC) if possible, the Designated Institutional Official (DIO) may ask the ACGME to make a formal declaration of a disaster or LEES for particular programs or the entire institution according to ACGME policies and procedures. This information will be posted on the ACGME website. This formal declaration under ACGME policy creates significant flexibility for trainees to transfer to other institutions if that becomes necessary.

4) UCSD and affiliated institutions are guided by the following principles relative to GME:
   a) The University is committed to ensuring a safe, organized and effective environment for training of its House Officers;
   b) UCSD is committed to maintaining full administrative support for GME programs and residents during a disaster or LEES;
   c) The University recognizes the importance of physicians at all levels of training in the provision of emergency care in the case of a disaster of any kind;
   d) House Officers must be expected to perform according to society’s expectations of physicians as professionals and leaders in health care delivery, taking into account their degree of competence, their specialty training, and the context of the specific situation.
   e) House Officer involvement in a disaster or LEES should not exceed expectations for their scope of competence as judged by program directors and other supervisors. House Officers should not be expected to perform beyond the limits of self-confidence in their own abilities.
   f) Expectations for performance under extreme circumstances must be qualified by the scope of licensure, which varies by state and the House Officer’s level of post-graduate education specifically regarding specialty preparedness.
   g) Decisions regarding initial and continuing deployment of House Officers in the provision of medical care during an emergency will be made taking into consideration the importance of providing emergency medical care; the continuing educational needs of House Officers; board certification eligibility during or after a prolonged disaster or LEES and the health and safety of the House Officers and their families.

5) Upon the occurrence of the emergency situation and immediately following up to 72 hours:
a) House Officers will be deployed as directed by the leader of the Incident Command Center. Ongoing decision-making regarding utilization of House Officers to provide needed clinical care will be based on both the clinical needs of the institution and the safety of House Officers.

b) Those involved in making decisions in this period are:
   i) Leader of Incident Command Center
   ii) Department Directors, program directors
   iii) Vice Chancellor for Health Sciences
   iv) Vice Dean for Education
   v) Associate Dean for Graduate Medical Education (ADGME) & DIO

6) By the end of the first week following the occurrence of the emergency situation, if the emergency is ongoing:
   a) An assessment will be made of:
      i) The continued need for provision of clinical care by House Officers; and
      ii) The likelihood that training can continue on site
   b) The assessment will be made by:
      i) ADGME & DIO
      ii) Program Directors, and Department Chairs
      iii) Vice Dean for Education
      iv) Vice Chancellor for Health Sciences
      v) Leader of Incident Command Center
      vi) General Counsels’ Office representative
      vii) Chair, Graduate Medical Education Committee

7) By the end of the second week following the occurrence of the emergency situation, if the emergency is ongoing:
   a) The ADGME will request an assessment by individual program directors and department chairs regarding their ability to continue to provide training; this may be facilitated by the UCSD GMEC
   b) The ADGME, with assistance from the GMEC, will request suggestions for alternative training sites from program directors who feel they will be unable to continue to offer training at UCSD.
   c) The ADGME will contact the University of California Office of the President Graduate Medical Education Committee (UCOP GMEC) to alert other UC sponsoring institutions of the disaster or LEES.
   d) The ADGME will contact the Executive Director, Institutional Review Committee (ED-IRC) to provide a status report 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 any of its programs’ ability to
conduct resident education in substantial compliance with ACGME Institutional, Common, and specialty-specific Program Requirements.

e) The ADGME will receive electronic confirmation of this communication with the ED-IRC which will include copies to all EDs of Residency Review Committees (RRCs).

f) Upon receipt of this confirmation by the ADGME, program directors may contact their respective EDs-RRCs if necessary to discuss any specialty-specific concerns regarding interruptions to resident education or effect on educational environment.

g) Those involved in decision making in this period are:
   i) ADGME & DIO
   ii) Individual Program Directors
   iii) Individual Department Chairs
   iv) Vice Dean for Education
   v) Chair, GMEC

8) During the third and fourth weeks and beyond following the occurrence of the emergency situation, if the emergency is ongoing:

a) The ADGME will work with the UCOP GMEC to ensure that the ADGMEs at other UC Health Sciences campuses are informed, and when applicable, work for a common solution for UC residency training programs system-wide.

b) The UCSD GMEC and Program Directors will contact their counterparts at alternative training sites to determine feasibility of temporary transfers until the institution can provide an adequate educational experience for the House Officer; such transfers will also be coordinated with the ACGME;

c) To the extent possible, the program will inform the House Officer being transferred the minimum duration of the transfer and the anticipated total duration of the transfer.

d) UCSD Program Directors will have the lead responsibility for contacting other program directors and notifying the ADGME and UCSD GMEC of the transfers; and

e) The ADGME will be responsible for coordinating the transfers with the ACGME.

f) Continuation of financial support in the event of a disaster will be dependent on the short-term and long-term impact on each program and the institution overall. Also, it will be dependent on current policies related to reimbursement.

   i) For House Officers temporarily relocated to an affiliated training site, UCSD will work with the site to sustain resident salary and benefits.

   ii) For residents temporarily assigned to a program at another institution:

      (1) UCSD will work with the University, CMS and the receiving institution to provide resident salary (according to the UCSD stipend schedule) through the end of the current academic year. Some benefits (e.g., health insurance, etc.) may need to be coordinated with the temporary training site based on distance from San Diego.
(2) As soon as possible prior to the end of the PGY contract, the program will inform the House Officer of his/her status within the program for the next academic year.

iii) For residents permanently transferring to another institution, UCSD will typically not cover salary and benefits.

iv) If the UCSD training program closes permanently, some transitional funding may be provided by UCSD to the accepting institution.

v) If the program is not permanently closed but a resident decides to permanently transfer to another institution, the costs of salary and benefits will be covered by the accepting institution as of the date of transfer.

9) When the emergency situation is ended:

a) Plans will be made with the participating institutions to which House Officers have been transferred for them to resume training at UCSD;

b) Appropriate credit for training will be coordinated with ACGME and the applicable Residency Review Committees; and

c) Decisions as to other matters related to the impact of the emergency on training will be made through the UCSD GMEC.

d) The ADGME will notify the ED-IRC when the institutional disaster or LEES is resolved.

References:
UCSD Disaster Policies
MCP 801.3, Emergency Operations Plan (EOP)
MSP – 003, Physicians Responsibilities in Disasters

Attachments:
ACGME Institutional Requirements Part I. B. 8
ACGME Communication: Responsibilities of ACGME-accredited Programs and Institutions in Local Extreme Emergent Situations (09/21/09)
ACGME Institutional Review Committee Guidelines; FAQ #18, #19

Approval Dates:
GMEC Meeting, November 18, 2009

Contact Information:
Office of Graduate Medical Education; http://meded.ucsd.edu/gme/