



**011\_GMEC\_Residency Training Program  
Closure\_Reduction Policy**

Title:	<b>Residency Training Program Closure/Reduction Policy</b>	Index Number:	<b>FM-GMEC-011</b>		
Scope of application:	<b>All Graduate Medical Education (GME) Programs</b>	Original Date:	Reviewed on:	Next Review Date:	
		<b>17.11.2005</b>	<b>15.01.2024</b>	<b>15.01.2027</b>	

**1. Purpose**

To establish a policy that addresses a reduction in size or closure of a residency or fellowship program or closure of the Institution in accordance with ACGME-I Institutional Requirements.

**2. Scope**

This policy applies to all graduate medical education training programs at the American University of Beirut Faculty of Medicine and Medical Center (AUBFM).

**3. Policy**

3.1 The American University of Beirut Faculty of Medicine and Medical Center (AUBFM) recognizes the need and benefits of graduate medical education and sponsors residency and fellowship training programs. AUBFM will ensure through the Graduate Medical Education Committee (GMEC) Internal Review process that all of its training programs are in substantial compliance with ACGME-I Requirements.

3.2 Circumstances that may lead to reduction in size or closure of a program may include:

3.2.1 Failure of the program to correct concerns and/or comply with recommendation of the GMEC based on the Internal Review of the program

3.2.2 Failure of the program to correct citations by ACGME-I

3.2.3 Insufficient financial or educational resources to support the program over a sustained period of time

3.3 The Dean of the Faculty of Medicine and the Associate Dean for Medical Education in conjunction with the Department Chair, Program Director, Assistant Dean for Graduate Medical Education/Designated Institutional Official (DIO) and the GMEC will make appropriate efforts to avoid the closure of the residency and fellowship training programs.



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- 3.4 Only after careful consideration by the Department Chair, Program Director, Assistant Dean for Graduate Medical Education/DIO, Associate Dean for Medical Education and GMEC will a recommendation to close or reduce in size a training program be made. The decision to close or reduce in size a program shall be approved by the Dean of the Faculty of Medicine.
- 3.5 The senior leadership of AUBFM must inform the GMEC, Assistant Dean for Graduate Medical Education /DIO and the residents as soon as possible when it intends to or close one or more programs or when AUBFM intends to close. If the ACGME-I 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 close the AUBFM, AUBFM will establish a phase out plan that allows residents and fellows that are already in the programs to complete their education. If that is not possible, every attempt will be made to locate positions for the residents and fellows to enroll in other training programs in which they can continue their education.
- 3.6 The Assistant Dean for Graduate Medical Education/DIO/ and the GMEC will be responsible for monitoring the closure process and the complement reduction process.

### 4. Procedure

- 4.1 *Closure of a Training Program:*
  - 4.1.1 All residents, as well as the Residency Review Committee for the specialty or its equivalent, will be notified in writing as soon as possible regarding the closure in accordance with ACGME- I requirements.
  - 4.1.2 Every effort will be made to allow residents in the program to complete their training at the University and primary consideration will be given to the training requirements of those remaining for the final year(s).
  - 4.1.3 Assistance in the form of letters and/or phone calls will be offered to those residents wishing to transfer to another program. In addition, if termination of residents in good academic standing is unavoidable, financial assistance through support of stipend and benefits for one year of training as well as limited help with relocation expenses will be extended where needed in accordance with AAMC recommendations.
- 4.2 *Reduction of a Training Program:*
  - 4.2.1 The decision to reduce the number of trainees will usually be accomplished by decreasing the number of new trainees entering the program.



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- 4.2.2 For major reductions, particularly those that may impact trainees in other programs in the institution, the review process for closure will be invoked.
- 4.2.3 The Department Chair and Program Director, after discussion with the Assistant Dean for Graduate Medical Education/DIO, may implement minor reductions in a program without the formal review process.
- 4.2.4 If an immediate reduction is necessary, assistance to the affected resident will be provided as described above.
- 4.2.5 All residents, as well as the Residency Review Committee for the specialty or its equivalent, will be notified in writing as soon as possible regarding the planned reduction according to ACGME- I requirements.

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5. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024