

Title:	GME Support In the Event of Disaster or Interruption of Patient Care	Index Number:	FM-GMEC-021	
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:
		19.09.2012	15.01.2024	15.01.2027

1. Purpose

To address administrative support, including assistance for continuation of resident assignments, for Graduate Medical Education (GME) programs and residents in the event of a disaster or interruption in patient care.

2. Definitions

- 2.1. **“Resident”** is a physician who is enrolled in a residency training program at the level of PGY I or above. This includes all other terms such as intern, fellow, housestaff member, or house-officer.
- 2.2. **“Participating Institution”** is a participating site to which residents in at least one program rotate for a required educational experience and for which a master affiliation agreement must be in place.
- 2.3. **“Designated Institutional Official (DIO)”** the individual in a sponsoring institution, who has the authority and responsibility for all the GME program
- 2.4. **“Program Director”**: the one physician designated with authority and accountability for the operation of the residency/fellowship program.
- 2.5. **“Disaster”** is an event or set of events causing significant alteration to the residency experience and/or residents' education at one or more residency/fellowship programs at the Faculty of Medicine and Medical Center at the American University of Beirut (AUBFM) or at one of its participating institutions. This policy and procedures document acknowledges that there are multiple strata or types of natural or man-made disasters that include but are not limited to:
 - 2.5.1. Acute disaster with little or no warning (i.e. earthquake, bombings)
 - 2.5.2. Intermediate disaster with some lead time or warning (i.e. flooding or ice)
 - 2.5.3. Insidious disruption or disaster (i.e. pandemic event)

This document addresses disaster and disruption in the broadest terms.

3. Scope

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

4. Responsibility

It is the responsibility of the residents, administrators, staff, Program Directors, Program Chairs, Faculty of Medicine and Medical Center Officials including but not limited to Dean, Associate Dean for Medical Education and Designated Institutional Official and the Graduate Medical Education Committee (GMEC) to comply with this policy.

5. Policy

In the event of a disaster or interruption of patient care whereby AUBFM will not be able to provide an adequate educational experience to all its residents, the GMEC working with DIO and university leaders will strive to restructure or reconstitute the adequate educational as quickly as possible following a disaster.

6. Procedure

6.1. For disaster affecting AUBFM training programs:

- 6.1.1 The Designated Institutional Official (DIO), or his/her designee, will call an emergency meeting of the Graduate Medical Education Committee (GMEC) to determine the severity of the disaster and its impact on all of the training programs including the probable duration of the interruption.
 - 6.1.1.1. In the event that any of the GMEC members are unable to participate in the meeting, designees may serve as substitutes
- 6.1.2 The GMEC will develop an action plan for residents that might include housing of residents after careful consideration from the perspective of resident education in light of current ACGME-I standards and the overriding commitment of all physicians to patient care during an emergency.
- 6.1.3 Program Directors must maintain operational awareness of location of all residents within their programs as well as methods of contacting each individual during time of disaster.
- 6.1.4 Once conditions prohibit any of the training programs to provide adequate training and to maintain applicable ACGME-I standards and

021_GMEC_GME Support In the Event of Disaster or Interruption of Patient Care

guidelines, other alternative training arrangements will be expeditiously sought like relocation of in order to continue their educational program. The DIO will work with the involved residents, Program Directors, Program Chairs, AUB Faculty of Medicine and Medical Center Officials, and leadership from affiliated hospitals to:



- 6.1.4.1. arrange temporary transfer to other programs/institutions until such time as the residency/fellowship program can provide adequate educational experience for each of its residents/fellows
- 6.1.4.2. assist the residents/fellows in permanent transfers to other programs/institutions.
- 6.1.5 If more than one program/institution is available for temporarily or permanent transfer of a particular resident, the preferences of each resident must be considered by the transferring program/institution.
- 6.1.6 The GME Office will assist programs in arrangements for temporary transfer to another program and if a permanent transfer is necessary, the GME Office will work with the accepting institution to arrange the transfer.
- 6.1.7 The GME Office will maintain an updated list of institutions/program's offering to accept temporarily or permanent transfer residents.
- 6.1.8 At the outset of a temporary transfer the program director will inform each transferred resident of the minimum duration and the estimated actual duration of his/her temporary transfer and continue to keep each resident informed of such durations. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency/fellowship year, it must inform each such transferred resident.
- 6.1.9 Residents will continue to receive stipend/benefits from AUB Faculty of Medicine and Medical Center during the temporarily short-term transfer and until other arrangements are in place.

6.2. For disaster affecting non-AUBFM training programs:

- 6.2.1 For disaster affecting non-AUBFC training programs, the GMEC, DIO and AUBFM leaders will endeavor to assist affiliated programs affected by disaster, including acceptance of residents-in-transfer if appropriate.
- 6.2.2 The Program Directors contacted by other programs or trainees requesting transfer will inform the DIO within one day. All such arrangements require final approval by the GMEC meeting on emergency basis if necessary in order for transfers to occur expeditiously.

[Remainder of this page left blank intentionally. Signatures follow on next page.]

7. 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