

Closures and Reductions Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	10-15-2019
Last GMEC Review Date:	

Scope

This policy pertains to all WiNC-sponsored residency/fellowship programs. The term resident/residency is used synonymously with fellow/fellowship unless otherwise specified. (GMEC approved 10/20/2022)

Purpose

To outline a process and responsibilities in compliance with the ACGME, in the event of a pending or actual closure of the WiNC GME Consortium sponsoring institution or a WiNC-sponsored residency program or a reduction in size of a WiNC-sponsored residency program.

Guidelines

1. Communication process

- a. If not already a part of the process, the following individuals must be notified as soon as possible upon consideration or intention of closing an institution/program or reducing a WiNC-sponsored or administered program in size:
 - i. Designated Institutional Official (DIO)
 - ii. WiNC Graduate Medical Education Committee (GMEC)
 - iii. Program Director(s) of affected program(s)
 - iv. Chair of WiNC Board of Directors
- b. Subsequently
 - i. All residents, faculty and staff in the affected program(s) will be notified as soon as possible.
 - ii. Residents, faculty and staff in other WiNC-sponsored programs will be notified in a timely way.
- c. Hospital affiliates, volunteer faculty and other affiliated individuals and organizations will be notified as appropriate and in a timely way.

2. Continued education for residents

- a. In the event of a closure or reduction, GMEC will make every effort to allow residents currently in the program to complete their allopathic and/or osteopathic residency training in the program.
- b. If any residents are displaced by the closure or reduction, GMEC will help residents identify an ACGME accredited program to continue their education.

3. Severance pay

- a. As may be applicable, severance pay will be provided in accordance with accreditation requirements when a closure or reduction prevents residents from completing their residency training in their respective program or another geographically proximate program.
- b. WiNC administration, legal consul, and human resources will be consulted as needed.

4. Resident files

- a. In the event of a program closure, resident files from the program will be retained in the WiNC Administration Office.
- b. In the event of an institutional closure, the ACGME, AOA and/or WiNC administrative or legal services will be consulted for guidance on resident file retention as may be needed.

Responsibilities

1. The Graduate Medical Education Committee is responsible for:
 - a. Providing oversight for program closures and reductions.
 - b. Approving
 - i. Changes in resident complement in ACGME-accredited program reductions.
 - ii. Withdrawals in voluntary ACGME-accredited program closures
 - c. Informing the WiNC Board Chair of a GMEC recommendation to close a WiNC-sponsored program.
 - d. Ensuring compliance with the ACGME in the event of an institutional and/or program closure.

1. The local Program Director is responsible for:
 - a. Informing the Graduate Medical Education Committee, the WiNC Board Chair, and the DIO with a consideration to close or reduce the size of their respective ACGME accredited residency program.
 - b. In the event of a decision to close or reduce the size of an ACGME-accredited program, or in closure of WiNC the responsibilities include:
 - i. Informing all residents, faculty, and staff in the respective program as soon as possible.
 - ii. Ensuring appropriate and timely communication to inform hospital affiliates, volunteer faculty and others associated with the program.
 - iii. Notifying the American Board of Family Medicine (ABFM) and ensuring program compliance with ABFM requirements, policies and procedures.
 - iv. Ensuring a quality educational experience for residents throughout the duration of the program.
 - v. Assisting residents in locating accredited programs to continue their education.
 - vi. Ensuring that all current and past resident files are complete and intact in the event of a program closure.

3. The Designated Institutional Official is responsible for:
 - a. Communicating with the ACGME regarding an ACGME-accredited program/institutional closure or reduction, and ensuring compliance with ACGME requirements, policies and procedures.
 - b. Ensuring that resident files are retained in compliance with the ACGME and WiNC legal services in the event of the closure of a program or WiNC.

4. The Chair of the WiNC Board of Directors is responsible for:
 - a. Informing the GMEC, DIO and respective program director(s) of a planned or intended notice to close a WiNC-sponsored residency program.

References

ACGME website – <http://www.acgme.org>

For GMEC ACGME Reference

ACGME Institutional Requirements (2022)

- I.B.4. Responsibilities: GMEC responsibilities must include:
 - I.B.4.a) Oversight of
 - I.B.4.a).(6) All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution. ^(Core)

- IV.O. Closures and Reductions: The Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of ACGME-accredited programs, or closure of the Sponsoring Institution that includes the following: ^(Core)
 - IV.O.1. The Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and ^(Core)

IV.O.2. The Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an)other ACGME-accredited program(s) in which they can continue their education.^(Core)