In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.

Policy:
To provide procedures for the Residents, Program Directors and GME office in the event of a Disaster.

Residents: Residents are considered essential personnel and should report to their rotation site as scheduled. If a disaster occurs while at the rotation site, the Resident should remain at the site until further instructions are provided by the Program Director.

Residents should develop a Personal/Home Disaster plan so that if the Resident cannot get home to take care of family, there is a plan in place regarding child care, pet care, etc.

Program Directors: Program Directors must inform their Residents of the Program’s specific Disaster Plan. All attempts should be made to provide supervision during a Disaster. Duty Hours will still apply; however, exceptions would be expected.

GME Office: The following procedure will apply.

Procedure:
The University of Colorado School of Medicine seeks to provide a stable educational and employment environment for Residents. If an event or set of events causes significant alteration to the residency experience in one or more residency programs, the UC SOM GME Office and/or GME Committee (GMEC) will take the following steps:

1. As soon as possible, the GME Office will:
   a. Gather data/information from training programs regarding the extent of damage and the impact of the disaster on the short-term (days/weeks) and long-term (weeks/months) function of individual programs and/or sites of training.
   b. The DIO will work directly with the program directors to determine the short-term and long-term impact on clinical operations at sites affected by the disaster.
   c. The DIO will contact the ACGME within two business days of the initial GMEC meeting to provide an update on the disaster and initial steps taken by the institution and the GMEC.
   d. The DIO will continue to communicate with the ACGME regularly as needed to provide updates on any additional program or institutional issues. Within 30 days of the disaster, the DIO will contact the ACGME with regard to final plans to reconfigure any programs.

2. The GMEC will follow the dedicated planning system at www.ContinuityCU.com and within a reasonable time after the disaster review the available information regarding the impact of the disaster on clinical operations and training programs.
The GME will meet regularly as necessary to continue its assessment of the situation and to make decisions regarding UC SOM training programs. The GME Office will continue to provide administrative support to all affected programs during this period.

Issues to be reviewed, assessed or acted upon by the GMEC include:

a. Patient safety
b. Safety of Residents, Faculty and Staff
c. Supply of available Faculty and Residents for clinical and educational duties
d. Extent/impact of damage to the physical plant/facilities
e. Extent/impact of damage to clinical technology and clinical information systems
f. Extent/impact of damage to communication technology (e.g., phones, pagers, intra/internet)
g. Changes in the volume of patient activity in the short-term and long-term

If the GMEC determines that a program or the institution cannot provide an adequate educational experience for a Resident because of the disaster, both individual programs and the institution will work to:

a. Temporarily relocate a Resident to a site of training within the current local affiliate training sites.
b. Arrange a temporary transfer for a Resident to another ACGME program until the institution can provide an adequate educational experience for the Resident. As best possible at the time of the transfer, the program will inform the Resident being transferred regarding the minimum duration of the transfer and the anticipated total duration of the transfer.
c. Assist the Resident in a permanent transfer to another program/institution.

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. In addition, it will be dependent on current policies related to reimbursement.

a. For Residents temporarily relocated to an affiliated training site, UC SOM will continue to pay Resident salary and benefits as long as funds are available.
b. For Residents temporarily assigned to a program at another institution:
   i. UC SOM will continue to pay Resident salary (according to the UC SOM stipend schedule) and benefits as long as funds are available. UC SOM will work with the institution to which the Resident is temporarily assigned to negotiate financial support from that site for Residents temporarily assigned there.
c. For Residents permanently transferring to another institution, UC SOM will not cover salary and benefits.
   i. 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.

By 30 days prior to the end of the academic year, the program will inform the Resident of the status of the program for the next academic year.
**Definition of Disaster:**

A disaster is an event or set of events (e.g., natural disaster, internal disaster, blizzard, tornado, etc.) causing significant alteration or immobilization to the residency experience at one or more residency programs.

a. Within the UC SOM, a formal disaster declaration will be made only by the Chancellor of UC Denver.

b. When warranted and after consultation with the GME Committee, the Designated Institutional Official (DIO) may ask the ACGME Executive Director to make a formal declaration of a disaster for a particular program or the entire institution according to ACGME policies and procedures. This information will be posted on the ACGME website. This formal declaration under ACGME policies creates significant flexibility for trainees to transfer to other institutions.