Policies and Procedures

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PURPOSE

1. The Accreditation Council for Graduate Medical Education (ACGME) requires that Creighton School of Medicine, as the Sponsoring Institution of record, have a written policy that addresses a reduction in size or closure of a residency program or closure of the Institution.

2. To ensure appropriate institutional oversight as required by the ACGME Institutional Requirements.

SCOPE

The policy applies to all ACGME-accredited residency and fellowship programs at Creighton University. The Creighton University School of Medicine recognizes the need and benefit of graduate medical education. The Creighton University School of Medicine will provide programs in graduate medical education, and will ensure that all of its programs meet or exceed the Institutional and special Requirements as established by the Accrediting Council for Graduate Medical Education (ACGME) and its individual Residency Review Committees.

DEFINITIONS

- Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner’s office, a consortium, an educational foundation).

- Participating Institution: Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows.

- Major Participating Site: A Review Committee-approved site to which all residents in at least one program rotate for a required educational experience. To be designated as a major participating site in a two-year program, all residents must spend at least four months in a single required rotation or a combination of required rotations across both years of the program. In programs of three years or longer, all residents must spend at least six months in a single required rotation or a combination of required rotations across all years of the program. The term “major participating site” does not apply to sites providing required rotations in one year programs.

- Participating Site: An organization providing educational experiences or educational assignments/rotations for residents/fellows. Examples of sites include: a university, a medical school, a teaching hospital which includes its ambulatory clinics and related facilities, a private medical practice or group practice, a nursing home, a school of public health, a health department, a federally qualified health center, a public health agency, an organized health care
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delivery system, a health maintenance organization (HMO), a medical examiner’s office, a consortium or an educational foundation.

- GME Program: A structured educational experience in graduate medical education designed to conform to the Program Requirements of a particular specialty/subspecialty, the satisfactory completion of which may result in eligibility for board certification.

- DIO (Designated Institutional Official): The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.

POLICY

1. The senior leadership of the Sponsoring Institution in conjunction with the Department Chair, Program Director, Designated Institutional Official (DIO) and Graduate Medical Education Committee (GMEC) will make every appropriate effort to avoid the closure of ACGME-accredited programs.

2. The Sponsoring Institution must inform the GMEC, the DIO, and the affected residents within five (5) business days following a decision to reduce the size of or close one or more programs, or when the Sponsoring Institution itself intends to close.

3. In the event a decision is made that a training program must decrease in size:
   a. The dean will inform the appropriate Department Chair and Program Director, the DIO, GMEC and the residents within five (5) business days of the decision.
   b. The DIO and GMEC will be responsible for monitoring the complement reduction process.
   c. Plans to reduce the complement of residents in the program will be made, where reasonable, by first reducing the number of positions available to incoming residents.
   d. If the reduction needs to include residents currently in the training program, the Department Chair, Program Director and DIO will assist affected residents in enrolling in an accredited ACGME program.

4. In the event a decision is made that a training program must close:
   a. The dean will inform the appropriate Department Chair and Program Director, the DIO, GMEC and the residents within five (5) business days of the decision.
   b. The DIO and GMEC will be responsible for monitoring the closure process.
   c. The sponsoring institution will preferentially structure a closure, when reasonable, that allows enrolled residents to complete the program.
   d. In the event a program must be closed before one or more residents are able to complete their training, the Department Chair, Program Director and DIO will work closely with
the resident(s) to assist them in enrolling in an ACGME-accredited program(s) in which they can continue their education.

REFERENCES
ACGGME Institutional Requirements
http://www.acgme.org/acgmeweb/Portals/0/irc_IRCpr07012007.pdf

AMENDMENTS OR TERMINATION OF THIS POLICY
Creighton University reserves the right to modify, amend or terminate this policy at any time.