Policies and Procedures

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<td>Chapter: Graduate Medical Education</td>
<td>Issued: Date 11/2014</td>
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<td>Policy: Program Closure and Reduction</td>
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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 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, and other relevant accrediting bodies.

Actions and procedures that may lead to closure of a GME program include, but are not limited to:

- Failure of the training program to comply with the accreditation requirements by Residency Review Committee (RRC) of the Accreditation Council for Graduate Medical Education (ACGME) or other relevant accreditation bodies;
- Voluntary withdrawal of accreditation of the GME program;
- Failure of the training program to correct concerns and/or comply with recommendations of the GMEC based on the Annual Program Review or Special Review conducted by the GMEC;
- Decreased financial or educational resources to support the training program;
- Reallocation of positions among other GME programs;
- No GME Trainees have matriculated into the program for six or more consecutive years.

POLICY

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

The DIO/ADIO must inform the Alliance Board and any affected clinical partners, GMEC 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.

In the event a decision is made that a training program must decrease in size:

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1. The DIO/ADIO shall inform the affected clinical partners. If the program is in Phoenix, the DIO/ADIO shall inform the Alliance Board.

2. The DIO/ADIO will inform the appropriate Department Chair, Program Director and the residents within five (5) business days of the decision. The GMEC will be notified within 30 days or at the next scheduled meeting.

3. The DIO/ADIO will be responsible for monitoring the complement reduction process. The GMEC must ensure that the affected residents are assisted in completing their training and minimize negative impact to the other residency programs.

4. 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.

5. If the reduction needs to include residents currently in the training program, the Department Chair, Program Director and DIO/ADIO will assist affected residents in enrolling in an equivalently accredited program.

In the event a decision is made that a training program must close:

1. The DIO/ADIO shall inform the affected clinical partners. If the program is in Phoenix, the DIO/ADIO shall inform the Alliance Board.

2. The DIO/ADIO will inform the appropriate Department Chair, Program Director, and the residents within five (5) business days of the decision. The GMEC will be notified within 30 days or at the next scheduled meeting.

3. The DIO/ADIO will be responsible for monitoring the closure process. The GMEC must ensure that the affected residents are assisted in completing their training and minimize negative impact to the other residency programs.

4. The Sponsoring Institution will preferentially structure a closure, when reasonable, that allows enrolled residents to complete the program.

5. 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/ADIO will work closely with the resident(s) to assist them in enrolling in an equivalently-accredited program(s) in which they can continue their education.

6. The Sponsoring Institution will ensure proper care, custody and disposition of residency education records, and appropriate notification to accreditation organizations and licensure and specialty Boards.
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REFERENCES
ACGME Institutional Requirements

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

REVIEW AND APPROVAL
Phx P&P Committee: May 2019
Phx GMEC: Changes not significant, GMEC approval not required.
Omaha GMEC: Changes not significant, GMEC approval not required.
Exec GMEC: Changes not significant, GMEC approval not required.

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