

PROCEDURE GME15

Subject: CLOSURES AND REDUCTIONS

Effective Date: OCTOBER 2004

Applies to: THE METHODIST HOSPITAL--
MEDICAL CENTER

Date Revised/Reviewed: FEBRUARY
2013

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
JANUARY 2018

I. GENERAL STATEMENT

Per Accreditation Council for Graduate Medical Education (ACGME) requirements, The Methodist Hospital, as the [Sponsoring Institution](#) of [Programs](#) of [Graduate Medical Education \(GME\)](#), must have a written procedure that addresses a reduction in size or closure of a Program or closure of the Sponsoring Institution.

II. DEFINITIONS

- A. [Adverse Action](#): Accreditation status of probation or withdrawal of accreditation of a Program by the ACGME.
- B. [Applicant](#): A person invited to come for an interview for a GME program.
- C. [DIO](#): Designated Institutional Official who has the authority and responsibility for the oversight and administration of Methodist's sponsored [Programs](#) and who is responsible for assuring compliance with [ACGME](#), [TMB](#), and other accrediting agency requirements.
- D. [Disaster](#): An event or set of events causing significant alteration to the residency experience of one or more residency programs.
- E. [GME](#): Graduate Medical Education, specifically the phase of training that follows completion of undergraduate medical education (i.e., medical school) and prepares physicians for practice in a medical specialty by focusing on the development of clinical skills, general and professional competencies, and the acquisition of detailed factual knowledge in a medical specialty.
- F. [Inactive Status](#): An action requested by Program Director in lieu of withdrawal of accreditation for a Program in good standing that has had no Residents for 2 or more years but expects to reactivate within the next 2 years; inactive status is occasionally granted to Programs with current Residents.
- G. [Participating Institution](#): An institution that provides specific learning experiences within a multi-institutional Program of GME.
- H. [Probation](#): An adverse action used for Programs that are no longer considered to be in substantial compliance with the essential requirements of the ACGME.
- I. [Program](#): The unit of specialty education, comprising a series of graduated learning experiences in graduate medical education, designed to conform to the ACGME Program Requirements of a particular specialty.
- J. [Program Director](#): The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess

qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME.

- K. [Resident](#): A physician at any level of GME in an ACGME-accredited Program, including participants in subspecialty Programs.
- L. [Sponsoring Institution](#): The institution that assumes the ultimate responsibility for a Program of GME.
- M. [Summary Withdrawal of Accreditation](#): An adverse action in which accreditation is withdrawn by the ACGME for a Program that has incurred (1) a catastrophic loss or complete change of resources such that the Program is not judged accreditable, or (2) an egregious accreditation violation.
- N. [Voluntary Withdrawal of Accreditation](#): An action requested by a Program Director with confirmatory letter from the Chief Executive Officer of the applicable Sponsoring Institution for Withdrawal of Accreditation.
- O. [Withdrawal of Accreditation](#): An adverse action in which accreditation is withdrawn for noncompliance with essential requirements of the ACGME, delinquency of payment, noncompliance with accreditation actions and procedures, or program inactivity or deficiency; the effective date of withdrawal permits completion of training year in which the action becomes effective.

III. CLOSURE AND REDUCTION OF PROGRAMS

- A. [Closure of Program](#). A Program may be closed, i.e., not accept new Residents for training, because of [Withdrawal of Accreditation](#) by the ACGME, [Voluntary Withdrawal of Accreditation](#) by Methodist, or placement on [Inactive Status](#). In the case of closure, Methodist will work with the [Participating Institutions](#) of the Program to develop and implement a plan that allows current [Residents](#) to complete their training at Methodist or the Participating Institutions or both. If it is not possible for residents to complete their training at Methodist or the Participating Institutions, Methodist will assist the affected Residents in obtaining positions in other ACGME-accredited Programs in which they can continue their education.

In the case of [Summary Withdrawal of Accreditation](#), Methodist will direct resources to place the affected Residents in other ACGME-accredited Programs in which they can continue their education.

- B. [Reduction of Program](#). The number of resident positions in a Program may be reduced by Methodist or the ACGME. If Methodist intends to reduce the size of a Program or the reduction results from ACGME action, Methodist will inform the Program's Residents as early as possible. Every effort will be made to accomplish the reduction without adversely affecting current Residents. If that is not possible, Methodist, in conjunction with the Participating Institutions, will assist the affected Residents in obtaining positions in other ACGME-accredited Programs in which they can continue their education.

Methodist will also inform Residents and [Applicants](#) of any [Adverse Action](#) taken by the ACGME with respect to their Programs as soon as possible. The Program Director must notify in writing all current Residents and Applicants of the Program. For Applicants, the information must be provided before they come for

an interview. The Program Director must maintain copies of the letters sent to Residents and Applicants and must send a copy to the Executive Director of the appropriate RRC within 50 days of receipt of the notification of the Adverse Action.

- C. Closure of Sponsoring Institution. As a Sponsoring Institution, Methodist may be closed because of Withdrawal of Accreditation by the ACGME. Methodist may also be closed at its own request to the ACGME for a Voluntary Withdrawal of Accreditation, if a Disaster or other event would negatively impact Methodist's ability to support Programs and to ensure an adequate educational experience for Residents. In either case, Methodist must provide administrative and financial support to Residents to ensure their training.
1. Methodist must inform the GMEC, the DIO, and the Residents as soon as possible of its intention to close as a Sponsoring Institution.
 2. The DIO must notify in writing all current Residents and Applicants to Program of Methodist's intentions to close.
 3. The DIO will call or email the ACGME Institutional Review Committee Executive Director with information and requests for information concerning transfer of residents. Similarly, the Program Directors will contact the appropriate Residency Review Committee Executive Directors with information and requests for information concerning transfer of residents.
 4. If Methodist's closure will prevent Residents from obtaining an adequate educational experience for the remainder of the current resident year, then Methodist will arrange temporary transfers to other Programs and Sponsoring Institutions and cooperate in and facilitate permanent transfers to other Programs and Sponsoring Institutions. If Methodist's closure will not prevent Residents from obtaining an adequate educational experience for the remainder of the current resident year, then Methodist will cooperate in and facilitate permanent transfers to other Programs and Sponsoring Institutions for the subsequent resident year. However, if a Resident requests a transfer before the end of the current resident year, then Methodist and the Resident's Program will cooperate in and facilitate the Resident's transfer to another Program and Sponsoring Institution.
 5. Methodist will provide each Resident with the financial support and benefits stipulated in the Resident's Appointment of Agreement for the remainder of the current resident year or until the Resident is transferred to another Program or Sponsoring Institution. Methodist will not be obligated to extend financial support and benefits for the subsequent resident year.
 6. The Sponsoring Institution and Program will monitor the well-being of Residents closely and ensure that appropriate counseling resources are available to them.

IV. COUNCILS OR COMMITTEES REVIEWING OR APPROVING PROCEDURE

1. Graduate Medical Education Committee [14 October 2004] [revised 8 November 2007][10 December 2009] [14 February 2013]

AUTHORITATIVE REFERENCES

ACGME Institutional Requirements IIB and II.D.5, effective July 1, 2007, revised effective July 1, 2011.