

PROCEDURE GME15

Subject:
CLOSURES AND REDUCTIONS

Effective Date:
OCTOBER 2004

Applies to:
HOUSTON METHODIST HOSPITAL SYSTEM
GME PROGRAMS

Date Revised/Reviewed:
MARCH 2020

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
MARCH 2023

I. GENERAL STATEMENT

The Accreditation Council for Graduate Medical Education (ACGME) requires that Houston Methodist Hospital, as the Sponsoring Institution of Programs of Graduate Medical Education (GME), must have a written policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited Programs or closure of the Sponsoring Institution.

II. CLOSURE AND REDUCTION OF PROGRAMS

- A. The GMEC is responsible for the oversight of all processes related to reduction and closure of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.
- B. Closure of Program. A Program may be closed, i.e., not accept new Residents for training, because of withdrawal of accreditation by the ACGME, administrative withdrawal by the ACGME, or voluntary withdrawal of accreditation by Houston Methodist. In the case of closure, Houston Methodist will must notify the GMEC and affected Residents as soon as possible. As the Sponsoring Institution, Houston 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 Houston Methodist or the Participating Institutions or both. If it is not possible for residents to complete their training at Houston Methodist or the Participating Institutions, Houston Methodist will assist the affected Residents in obtaining positions in other ACGME-accredited Programs in which they can continue their education.
- C. Reduction of Program. The number of resident positions in a Program may be reduced by Houston Methodist or the ACGME. If Houston Methodist intends to reduce the size of a Program or the reduction results from ACGME action, Houston Methodist must inform the GMEC, and the affected 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, Houston 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.

Houston Methodist will also inform Residents and applicants of any actions taken by the ACGME with respect to accreditation of 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 any action affecting accreditation.

- D. Closure of Sponsoring Institution. As a Sponsoring Institution, Houston Methodist may be closed because of Withdrawal of Accreditation by the ACGME. Houston 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 Houston Methodist's ability to support Programs and to ensure an adequate educational experience for Residents. In either case, Houston Methodist must provide administrative and financial support to Residents to ensure their training.
1. Houston 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 Houston Methodist's intentions to close.
 3. The DIO will notify all participating sites of Houston Methodist's intentions to close.
 4. The DIO will notify 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.
 5. If Houston Methodist's closure will prevent Residents from obtaining an adequate educational experience for the remainder of the current resident year, then Houston 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 Houston Methodist's closure will not prevent Residents from obtaining an adequate educational experience for the remainder of the current resident year, then Houston 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 Houston Methodist and the Resident's Program will cooperate in and facilitate the Resident's transfer to another Program and Sponsoring Institution.
 6. Houston 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. Houston Methodist will not be obligated to extend financial support and benefits for the subsequent resident year.
 7. The Sponsoring Institution and Program will monitor the well-being of Residents closely and ensure that appropriate counseling resources are available to them.

III. 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] [13 October 2016] [12 March 2020]

AUTHORITATIVE REFERENCES

ACGME Institutional Requirements I.B.4.a)(5) and IV.N., effective July 1, 2018,