



# Training Program Reduction/Closure OR Sponsoring Institution Closure Policy

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.N., IV.N.1, IV.N.2
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

The TIGMER is committed to providing a high quality educational experience for all residents/fellows (trainees) enrolled in ACGME accredited and non-ACGME accredited graduate medical education training programs.

In the event of program closure or to reduce the trainee complement, whether by ACGME, departmental, or institution necessity, the program director must notify the Designated Institutional Official (DIO) and the program's trainees immediately. Please see responsibilities outlined below.

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## REASON FOR POLICY

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## PROCEDURES

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

### Program Responsibilities

- Program closure or reduction due to ACGME adverse action
  - Program director must notify the DIO and trainees as soon as notification is received. Trainees must be made aware of how the reduction in complement will affect their training.
  - Program director will work closely with the office of the DIO to make every effort within budgetary constraints to allow existing trainees to complete their education or provide assistance in transferring the trainee to another program.
- Reduction in trainee complement
  - Program director should discuss the impact of the reduction with the current trainees.
  - Program director must submit a request through ACGME WebADS.
  - Request is reviewed and voted upon by the Graduate Medical Education Committee (GMEC).

## Sponsoring Institution/DIO Responsibilities

- Program closure or reduction due to ACGME adverse action
  - DIO will present the request to the GMEC.
  - DIO will work collaboratively with the program director as outlined above.
- Reduction in trainee complement
  - DIO will bring request to the GMEC for review and action.
  - GME Administration will approve the change in WebADS.
- Major participating site closure or reduction
  - GME Administration will work with program and other major participating sites and participating institutions to redistribute the affected trainee population.
- Sponsoring Institution closure or reduction
  - The TIGMER Board of Directors must notify the DIO within 30 days of the decision to close or reduce programs.
  - DIO will notify programs and trainees as soon as possible.
  - The Sponsoring Institution will make every effort within budgetary constraints to allow existing trainees to complete their education or provide assistance in transferring the trainees to another program.

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

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## HISTORY