

<p>The University of Alabama Hospital Graduate Medical Education Policy and Procedure</p>	<p>GMEC Approved Date: May 5, 2026</p>
<p><b>CONTINUATION OF GME SUPPORT IN THE EVENT OF A DISASTER OR SUBSTANTIAL DISRUPTION IN PATIENT CARE OR EDUCATION Policy</b></p>	<p>Next Review Date: Spring 2027</p>

**PURPOSE:**

The Sponsoring Institution in conjunction with the ACGME is committed to assisting in reconstituting and restructuring residents/fellows’ educational experiences as quickly as possible after a disaster or substantial disruption in patient care or education. Following the declaration of a disaster or substantial disruption to patient care or education, the Designated Institutional Official (DIO), will determine in conjunction with the Graduate Medical Education Committee (GMEC) and applicable program directors, whether existing educational and training programs can continue with or without restructuring in the Sponsoring Institution; or whether temporary or permanent transfer of residents/fellows to another institution will be necessary.

Within 10 days after the declaration of a disaster, the DIO will contact the ACGME to discuss and establish due dates for the following: a) deadlines to submit program reconfiguration requests to ACGME and b) deadlines to inform each program’s residents/fellows of the plans. The deadlines should be no later than 30 days after the disaster unless other due dates have been approved by the ACGME.

**DEFINITIONS:**

Disaster: Defined herein as an event or set of events causing significant alteration to the Residency/fellowship experience. This policy and procedure document acknowledges that there are multiple strata or types of disaster: acute disaster with little or no warning (e.g., earthquake or bombing), intermediate, with some lead-time and warning (e.g., hurricane), and the insidious disruption or disaster (e.g., pandemics). This document will address disaster in the broadest terms.

Substantial Disruption: Defined as an event or set of events causing significant alteration to the residency experience. A substantial disruption may or may not result in disruption of the provision of patient care within a residency/fellowship program or hospital department.

**Communication**

- a) It is the responsibility of every individual (faculty, staff, and residents/fellows) to ensure that their personal contact information is current and on-file with UAB HR through the Oracle system (Personal Information – Emergency Contacts). This includes cell phone number, emergency contact person and outside email address if possible.
- b) In the event of a disaster involving the Sponsoring Institution and its residency/fellowship programs, everyone has the responsibility to monitor communications (email, websites, B-Alerts) for specific instructions.
- c) The ACGME website will provide phone numbers and email addresses for emergencies and other communication with the ACGME. The ACGME website provides instructions for changing resident/fellow information on the ACGME Web Accreditation Data System (ADS).

In the event, or set of events, causing significant disruption to patient care or education at one or more residency/fellowship programs (i.e. global pandemic), the ACGME will make a statement and a notice will be posted on the ACGME website with information relating to the ACGME's response to the event. The ACGME will provide Guidance Statements as necessary to provide additional instruction to Sponsoring Institutions and programs for the duration of the event.

### **Resident/Fellow Transfers**

If a program cannot provide at least an adequate educational experience for each of its residents/fellows because of a disaster, it must either arrange a temporary transfer for each of its residents/fellows or assist the residents/fellows in permanent transfers to other ACGME-accredited programs in which they can continue their education.

#### **Temporary Transfer**

1. A temporary transfer is defined as an assignment or rotation that will not continue for the duration of the resident/fellow's training.
2. To initiate a temporary transfer, a Program Letter of Agreement for Elective Rotations should be completed for residents/fellows rotating to programs at other institutions with the following signatures: program director, DIO and supervising physician. The Program Letter of Agreement can either be faxed or emailed to the host institution. Confirmation from the host institution must be received before the temporary transfer is approved.
3. Residents/Fellows who temporarily transfer to other institutions remain employees of the Sponsoring Institution and continue to receive their paycheck through the current electronic deposit mechanism. No interruption is anticipated.
4. The resident/fellow that transfers to another institution will continue to receive salary/benefits, professional liability coverage and assignments from the Sponsoring Institution.

#### **Permanent Transfer**

1. A permanent transfer is defined as an assignment that will continue for the duration of the resident/fellow's training. The resident/fellow will no longer be enrolled in a residency program at the Sponsoring Institution.
2. To initiate a permanent transfer, the resident/fellow sends a written request for a permanent transfer to the program director at UAB. The UAB program director will communicate to the UAB GME Office. The name of the program accepting the resident/fellow should be stated.
3. Residents/Fellows who permanently transfer to other institutions will not remain employees of the Sponsoring Institution and will not continue to receive a paycheck from this Sponsoring Institution.

If the DIO is not able to perform their duties, the following succession plan will be in effect:

1. Associate DIO for Accreditation, Vice-Chair of the GMEC and AVP in Hospital Administration with oversight of GME
2. Secretary of the GMEC