

<p align="center"><b>The University of Alabama Hospital</b> Graduate Medical Education Policy and Procedure</p>	<p align="center">GMEC Approved Date: May 7, 2024</p>
<p align="center"><b>Closure or Reduction in Size</b></p>	<p align="center">Next Review Date: Spring 2025</p>

**PURPOSE:**

The purpose of this policy is to outline the Graduate Medical Education Committee’s (GMEC) responsibility to provide oversight of all processes related to reductions and/or closures of individual programs, major participating sites, and the sponsoring institution.

**POLICY:**

The University of Alabama at Birmingham is committed to providing a high-quality educational experience for all residents enrolled in its Graduate Medical Education (GME) programs.

- The Graduate Medical Education Committee (GMEC) provides oversight of all processes related to reductions and/or closures of individual programs, major participating sites, and the sponsoring institution. Decisions that may result in the reduction or closure of a University of Alabama at Birmingham GME program will be made in consultation with the Graduate Medical Education Committee (GMEC) and the Designated Institutional Official (DIO). Once a decision is made, all parties will be notified as soon as possible. The DIO will notify the ACGME of the decision and the proposed date of the intended action.
- In the event an accredited GME program is reduced or closed, University of Alabama at Birmingham make every effort to allow residents/fellows to complete their training through the University of Alabama at Birmingham Program or assist them in enrolling in another accredited program. In the event a major participating site closes, the University of Alabama at Birmingham will secure an alternate site to provide the required experiences.

**Minimizing Impact on Residents and Fellows**

- a. The Program Director and the DIO will assist all residents in continuing their training elsewhere. The Program Director will prepare a summary evaluation of each resident detailing their progress in core competency education and an evaluation of their overall performance. This will be sent to the Program Director accepting the resident. A copy will be placed in the resident’s educational file. The Program will send resident files to the Program accepting the resident in a timeframe consistent with the ACGME requirements.
- b. Individuals who have been accepted to begin a program at a future date and have executed a Graduate Trainee Agreement will be notified as soon as possible. The Program Director will assist such individuals in applying for alternative training programs. The Program Director and DIO will notify the National Residency Matching Program (NRMP) and National Matching Services (NMS) that the institution is not able to meet its commitment and describe the circumstances for their review.

*Reference*  
*ACGME Institutional Requirements, 7/1/2022*