

# Georgia Health Sciences University

## House Staff Policies and Procedures

**Policy**  
**HS 22.0 Disaster Response Policy**

**Source**  
**Graduate Medical Education Office**

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### **1.0 Purpose**

The GMEC establishes this policy to protect the well being, safety and educational experience of residents enrolled in our training programs in the event of a disaster impacting the graduate medical education programs sponsored by Georgia Health Sciences University.

### **2.0 Procedure**

- 2.1 The definition of a disaster will be determined by the ACGME as defined in their published policies and procedures.
- 2.2 Following declaration of a disaster, the GMEC working with the DIO and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster.
- 2.3 The DIO and GMEC in consultation with the Dean, Medical College of Georgia, will make the determination that transfer to another program is necessary as quickly as possible and in order to maximize the likelihood that residents will be able to complete program requirements within the standard time required for certification in that specialty
- 2.4 Once it is determined that the sponsoring institution can no longer provide an adequate educational experience for its residents, the sponsoring institution will to the best of its ability arrange for the **temporary transfer** of the residents to programs at other sponsoring institutions until such time as Georgia Health Sciences University is able to resume providing the experience.
- 2.5 Residents who transfer to other programs as a result of a disaster will be provided by their Program Directors with an estimated time that relocation to another program will be necessary. Should that initial time estimate need to be extended, the resident will be notified by their Program Directors using written or electronic means identifying the estimated time of the extension.
- 2.6 If the disaster prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, then **permanent transfers** will be arranged.
- 2.7 The DIO will be the primary institutional contact with the ACGME and the Institutional Review Committee Executive Director regarding disaster plan implementation and needs within the sponsoring institution.
- 2.8 In the event of a disaster affecting other sponsoring institutions of graduate medical education programs, the DIO at Georgia health Sciences University will work collaboratively with the other sponsoring institutions' DIO with the consideration of accepting transfer residents from other institutions. This will include the process to request complement increases with the ACGME that may be required to accept additional residents for training. Programs currently under a proposed or actual adverse accreditation decision by the ACGME will not be eligible to participate in accepting transfer residents.

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Health Sciences University.*

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**Effective Date:**  
12/07

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12/09 10/10 2/11

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- 2.9 Programs will be responsible for establishing procedures to protect the academic and personnel files of all residents from loss or destruction by disaster. This should include at least a plan for storage of data in a separate geographic location away from the sponsoring institution.

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Date

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