



Hospital-wide Policy	Title: Extra-ordinary Circumstances
Issuing Department: Educational Office	Effective Date: December, 2022
IMPORTANT NOTICE: The official version of this policy is contained in the Policy and Procedure Manager (PPM) and may have been revised since the document was printed.	

PURPOSE

To establish policies and procedures in the event of an extraordinary circumstance or other event that causes substantial interruption in patient care such that one or more Tufts Medical Center-sponsored GME programs cannot meet educational requirements and/or resident education has been significantly altered. Examples of extraordinary circumstances include abrupt hospital closures, natural disasters, or a catastrophic loss of funding. This policy seeks to adhere to the Accreditation Council for Graduate Medical Education (ACGME) Policies and Procedures, 25.00 “ACGME Policy and Procedures to Address Extraordinary Circumstances.”

DECLARATION OF DISASTER

The determination of extraordinary circumstances for GME purposes will be determined by the ACGME as defined in its Policy 25.10.

COMMUNICATIONS

The Tufts Medical Center ACGME Designated Institutional Official and the Program Directors whose programs are impacted by the declared extraordinary circumstance will communicate with the ACGME and its respective Residency Review Committees, in accordance with ACGME Policies and Procedures, 25.20. Within 10 days after the declaration of an extraordinary circumstance by the ACGME, the DIO and the Program Directors will communicate with the ACGME to determine the appropriate interventions for the impacted programs. The DIO will communicate with the GMEC and the hospital leadership and will serve as the primary institutional contact with the ACGME regarding the declaration and planned interventions.

Residents impacted will be notified of the declaration of the extraordinary circumstance and its effects on their programs as soon as possible. The DIO will communicate plans for intervention rapidly to the GME Committee, Program Directors and Residents.

ASSESSMENT and PLANNING

Following declaration of an extraordinary circumstance, Tufts Medical Center through its GME Committee and GME Office, will assess its ability to continue to provide an adequate education experience for its Residents. Based on assessments, plans will be

developed to restructuring GME programs internally or to transfer Residents to other ACGME-accredited programs temporarily or permanently.

Any necessary restructuring of GME programs will maintain substantial compliance with ACGME Program Requirements, and will allow Residents to complete specialty board certification requirements.

TRANSFERS

If it is determined that adequate education experiences cannot be provided in one or more programs on a temporary or a permanent basis, Tufts Medical Center will arrange for temporary or permanent transfer of Residents to other ACGME-accredited programs.

Tufts Medical Center will do the following:

- Assist in identifying programs willing to accept Residents;
- Transfer credentialing and evaluation information and documentation to support the transfer;
- Negotiate funding to continue Resident stipends and benefits; and
- Provide the necessary letters, if necessary, to transfer any so-called Medicare cap positions.

When more than one transfer option is available, the Resident's preference will be considered. At the outset of a temporary resident/fellow transfer, a program must inform each transferred resident of the minimum duration and the estimated actual duration of his/her temporary transfer, and continue to keep each resident informed of such durations. If and when a program decides that a temporary transfer will continue to and/or through the end of a residency fellowship year, it must so inform each such transferred resident/fellow.