

UCSF GME DISASTER PLANNING POLICY

I. Statement of policy

UCSF institutions and affiliates have each developed plans to guide institutional responses to emergencies and disasters. In the event of a widespread emergency affecting operations, the extent to which a particular situation constitutes an emergency will be determined with reference to those institutional policies and plans. This GME Disaster Planning Policy is intended to augment existing institutional plans, focusing specifically on residents and fellows (trainees) in graduate medical education programs sponsored by the UCSF School of Medicine. The Policy is guided by the following principles:

- a. UCSF is committed to ensuring a safe, organized and effective environment for training of its residents and fellows;
- b. UCSF recognizes the importance of physicians at all levels of training in the provision of emergency care in the case of a disaster of any kind;
- c. Decisions regarding initial and continuing deployment of residents and fellows in the provision of medical care during an emergency will be made taking into consideration of the importance of providing emergency medical care; the continuing educational needs of the trainees; and the health and safety of the trainees and their families.

II. Timeline

- a. Upon the occurrence of the emergency situation and immediately following up to one week:
 - i. Residents and fellows able to report to work will report to the institution of their current rotation assignment. Residents and fellows will be deployed as directed by the leader of the Hospital Incident Command at each institution. Ongoing decision-making regarding deployment of trainees to provide needed clinical care will be based on the clinical needs of the institution, the ability to adequately supervise trainees, and the safety of trainees.
 - ii. Those involved in making decisions in this period are:
 1. Leaders of Hospital Incident Commands
 2. Chief Medical Officers
 3. Dean School of Medicine and Vice Dean for Education

4. Associate Dean for Graduate Medical Education, Designated Institutional Official (DIO)
 - iii. To the extent possible within the constraints of the emergency, decision-makers shall inform and consult with the UCSF Office of Legal Affairs, Residency and Fellowship Program Directors, Chairs of Clinical Departments, Chief Residents, and the Chairs of the Resident and Fellow Council.
- b. By the end of the first week following the occurrence of the emergency situation, if the emergency is ongoing:
- i. An assessment will be made of:
 1. the continued need for provision of clinical care by trainees; and
 2. the adequacy of trainee supervision;
 3. the likelihood that training can continue on site.
 - ii. The assessment will be made by:
 1. Associate Dean for Graduate Medical Education, DIO
 2. Dean School of Medicine and Vice Dean for Education
 3. Chief Medical Officers
 4. Leaders of Hospital Incident Command
 5. UCSF Office of Legal Affairs
 6. Graduate Medical Education Committee, Executive Committee
- c. By the end of the second week following the occurrence of the emergency situation, if the emergency is ongoing:
- i. The DIO will request an assessment by individual program directors and department chairs regarding their ability to continue to provide training;
 - ii. The DIO will request suggestions for alternative training sites from program directors who feel they will be unable to continue to offer training at UCSF;
 - iii. The DIO will contact the ACGME to provide a status report;
 - iv. Those involved in decision making in this period are:
 1. Associate Dean for Graduate Medical Education, DIO
 2. Dean School of Medicine and Vice Dean for Education
 3. Individual Program Directors
 4. Individual Department Chairs
 5. Graduate Medical Education Committee, Executive Committee
 - v. Trainees who wish to take advantage of the UCSF Leave of Absence Policy or to be released from their contract will be accommodated.

- d. During the third and fourth weeks following the occurrence of the emergency situation, if the emergency is ongoing:
 - i. Program directors at alternative training sites will be contacted to determine feasibility of transfers as appropriate;
 - ii. Transfers will be coordinated with ACGME;
 - iii. UCSF Program Directors will have the lead responsibility for contacting other program directors and notifying the DIO and of the transfers; and
 - iv. The DIO will be responsible for coordinating the transfers with ACGME.

- e. When the emergency situation is ended:
 - i. Plans will be made with the participating institutions to which residents and fellows have been transferred for them to resume training at UCSF;
 - ii. Appropriate credit for training will be coordinated with ACGME and the applicable Residency Review Committees; and
 - iii. Decisions as to other matters related to the impact of the emergency on training will be made by the DIO and the GME Committee (GMEC).

Presented to GMEC: 5/18/09
Revised and Presented to GMEC: 8/17/09
Approved by GMEC: 8/17/09