

POLICY SECTION: GME INSTITUTIONAL ADMINISTRATION	NUMBER: IGMEC G11.1
TITLE: DISASTER AND WORK INTERRUPTION POLICY	Approved: July 2007 Revised: September 2019
CONTACT PERSON: Designated Institutional Official (DIO) Theresa Azevedo-Rousso: theresa.azevedo@kp.org	

I. PURPOSE

In the event of a disaster impacting the graduate medical education programs sponsored by Kaiser Permanente (KP), the Institutional Graduate Medical Education Committee (IGMEC) establishes this policy to protect the wellness, safety and educational experience of residents enrolled in our training programs.

II. SCOPE

This policy applies to all KFH sponsored resident and fellows. The policy may also extend to rotating residents and medical students.

III. POLICIES

For the purposes of this policy, the definition of a disaster is the prolonged interruption of patient care services or as defined by the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements IV.M. Following a disaster, the Designated Institutional Official (DIO), Institutional Director, and other sponsoring institution leadership will strive to restructure or reconstitute the educational experience as quickly as possible following the disaster. In order to maximize the likelihood that trainees will be able to complete program requirements within the standard time required for certification in that specialty, the DIO, Director, and additional sponsoring institutional leadership will make the determination that transfer to another KP medical center is necessary.

Upon determining that the current program site can no longer provide an adequate educational experience for its trainees, the sponsoring institution will to the best of its ability arrange for the **temporary transfer** of the trainees to other existing KP programs at other facilities until such time as the current program site is able to resume providing the educational experience. Trainees 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 or facility 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. If the disaster prevents the current program site from re-establishing an adequate educational experience within a reasonable amount of time following the disaster, then **permanent transfers** will be arranged.

Workforce stoppages/shortages during a strike may interfere with the clinical learning environment for medical students, residents, and fellows. Residents, fellows, or medical students should not be expected to fulfill a function that would be performed those who are on strike. KP Program Directors and Site Directors will approve all learner rotation changes and ensure such changes are updated in Medtrics (KP's residency platform program) and clarify any changes to resident rotation goals/objectives, supervision, and other areas required in a clinical learning environment. KP trainees will continue to receive salary and benefits during a work stoppage or disaster.

The KP DIO will be the primary institutional contact with the ACGME Institutional Review Committee regarding disaster plan implementation and reporting requirements for the sponsoring institution.

In the event of a disaster affecting other sponsoring institutions of graduate medical education programs, the Program Directors and Directors of Medical Education will work collaboratively with the KP DIO, who will coordinate on behalf of KP the ability to accept transfer residents from other institutions. Such coordination will include requesting complement increases with the ACGME as required to accept additional residents for training.

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 backup computerized data in a separate geographic location away from the program site.