

**LEHIGH VALLEY HOSPITAL  
LEHIGH VALLEY HOSPITAL – MUHLENBERG  
Graduate Medical Education**

**GME Policy - Disaster Policy**

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**I. POLICY STATEMENT**

It is an ACGME institutional requirement that the sponsoring institution develop a Disaster Policy for graduate medical education (GME) activities. This policy defines the process for allowing graduate trainee transfer in the event of a disaster that prevents the Network from continuing the operation of graduate training programs.

**II. SCOPE**

Lehigh Valley Health Network including Lehigh Valley Hospital Cedar Crest, 17th & Chew Street, and Muhlenberg campuses.

**III. DEFINITIONS**

**Disaster:** An event or set of events deemed by the DIO, in consultation with appropriate GMEC members, LVHN disaster response coordinators and Senior Management, to cause significant disruption or alteration to the educational experience at one or more LVHN campuses for an extended period.

**DIO-** Designated Institutional Official

**Senior Management –** Chief Executive Officer, Chief Financial Officer, Chief Medical Officer, Chief Academic Officer, Appropriate governing accreditation body or committee: The ACGME, RRC, AOA, or AOA Committee, or CODA Committee which oversees the inspection and approval of the program in which the graduate trainee is currently contracted.

**ACGME –** Accreditation Counsel for Graduate Medical Education

**CODA –** Commission on Dental Accreditation

**AOA –** American Osteopathic Association

**RRC –** Residency Review Committee

**GMEC –** Graduate Medical Education Committee

**Graduate Trainee:** Any postgraduate M.D., D.O., D.D.S., D.M.D., physician in training, whether or not in an ACGME training program.

**IV. PROCEDURE FOR TRANSFER TO AN OUTSIDE INSTITUTION AND**

**PROGRAM RECONFIGURATION**

If because of a disaster, an adequate educational experience cannot be provided for each graduate trainee, LVHN will:

- a.) arrange temporary transfers to other programs/institutions until such time as the residency/fellowship program can provide an adequate educational experience for each of its graduate trainees or
- b.) cooperate in and facilitate permanent transfers to other programs/institutions.
- c.) make keep/transfer decisions expeditiously so as to maximize the likelihood that each graduate trainee will have a timely completion of the trainee year.

Within ten days after the declaration of a disaster, the Designated Institutional Official (DIO) and Osteopathic Director of Medical Education (ODME) of LVHN will contact the appropriate accrediting body to discuss due dates that the accrediting body will establish for the programs (a) to submit program reconfigurations to each respective accrediting body and (b) to inform each program's graduate trainees of graduate trainee transfer decisions. The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by the accrediting body.

**Temporary Graduate Trainee Transfer.** At the outset of a temporary graduate trainee transfer, a program must inform each transferred graduate trainee of the minimum duration of his/her temporary transfer, and continue to keep each graduate trainee informed of the minimum duration. If and when the LVHN program decides that a temporary transfer will continue to and/or through the end of a graduate training year, it must so inform each such transferred graduate trainee.

**Communication with accrediting bodies.** The DIO/ODME or designee will call or e-mail the appropriate governing accreditation body (for the ACGME the Institutional Review Committee Executive Director) with information and/or requests for information.

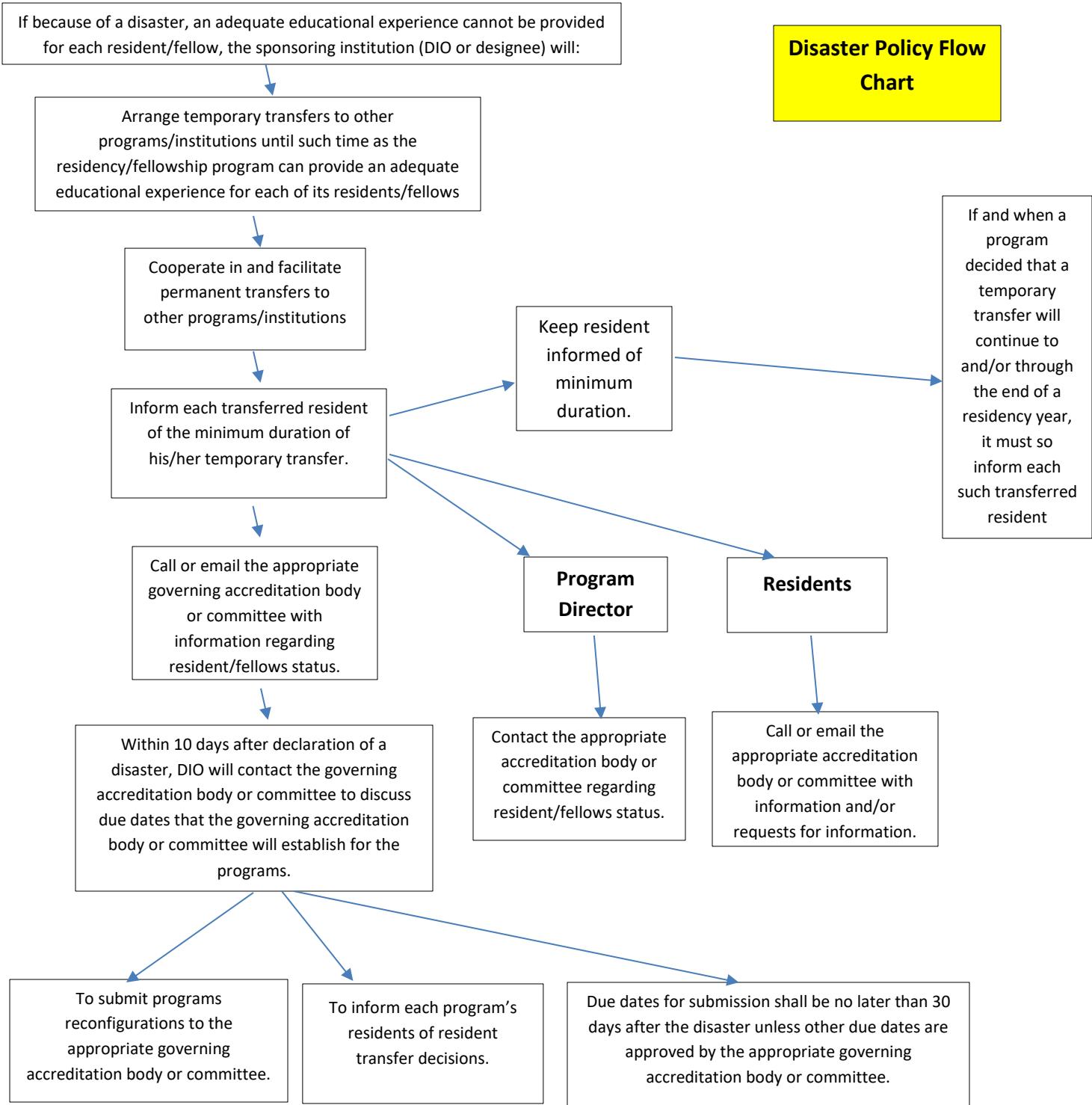
The Program Directors or designee will call or email the appropriate governing accreditation body or committee (for the ACGME the appropriate Review Committee Executive Director) with information and/or requests for information.

Graduate Trainees should call or email the appropriate governing accreditation body or committee (for the ACGME the appropriate Review Committee Executive Director) with information and/or requests for information.

Of note, all of the above parties should check the websites of the accrediting bodies for updates and information prior to direct contact.

**Approved by the Graduate Medical Education Committee**

**Disaster Policy Flow Chart**



<p><b>Approved by:</b> Brian Costello (Physician), Thomas Whalen (Evp &amp; Chief Med Officer)</p>	<p><b>Approval Date:</b> 09/25/2017</p>
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