



Policy Number GME-8242-024  
Date of Last Review Month Year: 1/16/2013  
Date of Last Revision Month Year: 5/20/2023  
Policy Owner(s) Department GME

Institutional Requirement: IV.N  
2021 Accreditation Council for  
Graduate Medical Education  
(ACGME)

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## Graduate Medical Education: Disaster Preparedness and Substantial Disruptions

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### I. Purpose:

The purpose of this policy is to provide guidelines for communication and to define process and procedures for Accreditation Council for Graduate Medical Education (ACGME) -accredited training programs at Ochsner Clinic Foundation (OCF) in the event of a disaster or other substantial disruption in patient care or resident education. This policy includes information about assistance for continuation of salary, benefits, professional liability coverage, and resident assignments.

### II. Scope:

Policy applies to all Residents actively enrolled in an OCF ACGME-accredited Graduate Medical Education (GME) program.

### III. Definitions:

- **Resident:** Any trainee in an OCF sponsored residency or fellowship training program
- **Accreditation Council for Graduate Medical Education (ACGME)**
- **Ochsner Clinic Foundation (OCF):** Sponsoring Institution for approved ACGME-accredited training programs
- **Department of Graduate Medical Education (GME):** Responsible for the administration of all OCF sponsored residency and fellowship training programs
- **Designated Institutional Official (DIO):** Individual responsible for oversight of Graduate Medical Education programs
- **Graduate Medical Education Committee (GMEC):** Committee responsible for policy and oversight of Graduate Medical Education at OCF, chaired by the DIO
- **Disaster:** An event or set of events causing significant alteration or disruption of the residency training experience at one or more residency programs
- **Essential Personnel:** Essential personnel are those who are requested to work or to remain on site before, during and/or after a disaster.
- **New Innovations:** Ochsner GME Residency Management System

### IV. Policy Statements:

In the event of an emergency, disaster, or other substantial disruption, the organization at the direction of Ochsner's Emergency Management team implements planned responses based on the impact or expected impact to the organization. Following declaration of a disaster or substantial disruption, the DIO will communicate institutional



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decisions as quickly as possible to the GMEC, Program Directors and Residents. The DIO serves as the primary institutional contact with the ACGME regarding the issues addressed in this policy.

- A. Residents are considered and designated as essential personnel to assist in maintaining safe and effective patient care during a disaster or substantial disruption event. Following declaration of such, residents will be delegated and assigned to Team A or Team B responsibilities as determined by their respective Program Director or designee in collaboration with clinical department leadership and the DIO.
  - 1) Team A - required to be on duty and on site during an event
  - 2) Team B - those who will relieve Team A when instructed. Required to report within 24-hours of notification to return
- B. Immediately following the disaster or substantial disruption event, each affected GME program will undertake all reasonable measures to ascertain the whereabouts of all Residents and ensure their safety. Additional steps may be warranted when residents have been unable to contact or cannot be located. Programs will report their status to the DIO or Director of GME as soon as possible and will provide periodic updates.
- C. The DIO is responsible to maintain effective communications with Academic leadership, Program Directors, Director of GME, affiliate institutions, and the ACGME as warranted throughout the disaster and recovery period.
- D. Program Directors in collaboration with clinical department leaders will establish resident schedules and assignments for identified time during the disaster or substantial disruption event and recovery period.
- E. Program Managers will assure that all residents document duty hours in New Innovations utilizing the appropriate duty type designation "Other / Team A / Team B" prior to locking and/or auditing of the monthly schedules.
- F. All residents are accountable to policy and guidelines established by Ochsner Health Emergency Operations Plan, GME and specific program Disaster Plans.
- G. Continuation of salary, benefits, and professional liability coverage during any disaster or substantial disruption event and recovery period will be determined by executive leadership in collaboration with the DIO and will be consistent with Ochsner Human Resource and ACGME guidelines.



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- H. In the event of a disaster or substantial disruption, Ochsner GME leadership will work closely with the ACGME and other accrediting bodies to ensure that minimal interruption occurs in the training experience for any resident and transfers are facilitated if needed temporarily or permanently to sites within or external to Ochsner Health.
- I. In the event of a disaster or substantial disruption Ochsner GME leadership will assess, in consultation with the appropriate accrediting bodies, whether particular programs may need to be temporarily or permanently withdrawn in order to ensure the quality of the training experience. The DIO and GMEC will follow the procedures set forth in the Sponsoring Institutions Closure and Reduction Policy (#8242-018)

Approved

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### Policy History

Date of Issues: 8/15/2007  
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