

**USF – College of Medicine  
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

<b>Title: Disaster Operation Plan</b>		No.: GME-312
Effective Date: 3/1/2007	Revision Date: 8/2008; 8/2011	Distribution: All
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**Policy Statement**

The University of South Florida (“University” or “USF”) and the College of Medicine (“COM”) strive to provide a stable educational environment for residents and fellows (“residents”). It is an ACGME requirement that the Sponsoring Institution have a policy that addresses administrative support for Graduate Medical Education (“GME”) programs and residents in the event of a disaster i.e., an event or a set of events causing significant alteration to the residency experience in one or more residency/fellowship programs.

The policy and procedure set forth below acknowledges that there are many possible types of disasters. This document addresses disaster and disruption in broad terms and shall be utilized in conjunction with the applicable disaster and emergency policies and plans of affiliated hospitals, University clinics and University disaster and emergency plans and policies (e.g. University of South Florida System Policy 6-008 Operation Alert, USF Emergency Operations Plan). The GME Office will comply with the ACGME Plan (defined below).

The Disaster Operation Plan and Policy (No.: GME-312) (“Plan”) sets forth a plan to assist in restructuring residents’ educational experiences as quickly as possible after a disaster. The ACGME sets forth in its Policies and Procedures a “Plan to Address a Disaster that Significantly Alters the Residency Experience at One or More Residency Programs” (“ACGME Plan”) and should be reviewed by Residents, Program Directors, and the GME Office.

**Procedure**

**University Communication:** Consistent with the University Emergency Operations Plan, the USF President has the authority to direct and coordinate disaster operations for the University and may delegate this authority to members of the USF leadership team or the Emergency Operations Manager. Information concerning disaster operations of the University can be found at [www.USF.edu](http://www.USF.edu). Information concerning disasters affecting the University can also be found on local news and radio stations, WUSF radio and television. The GME Office has agreed to serve as an information clearinghouse for residents during a disaster. Residents may call 813-974-9744 or visit the USF Health website, [www.health.usf.edu](http://www.health.usf.edu), for up-to-date information. Residents may also obtain information from Lehigh Valley Graduate Medical Education by calling (610) 402-2570 or through the Lehigh Valley Education website at <http://www.lvhn.org/lvh/Education>

The dean of COM and/or the associate dean of GME will: 1) Communicate emergency and post-emergency instructions and assignments via the University website’s GME page, <http://health.usf.edu/medicine/gme/index.htm>, and via University email, or in any other manner technologically possible, including the Lehigh Valley Graduate Medical Education website when necessary; and 2) Implement GME disaster and emergency procedures relating to administrative support of programs in order to effectively reconstitute and restructure residents’ educational experience as quickly as possible after a disaster to meet ACGME requirements.

Responsible PartyAction

## Residents

During and after a disaster, residents are expected to continue their roles as possible and will be expected to:

1) Follow applicable disaster and emergency policies and procedures of the University hospital affiliates and clinics and the University and; 2) Follow instructions and meet scheduled assignments during and after the disaster or emergency per directives from program directors, DIO/GME, or designated supervisors, including attending physicians; 3) Check in with program directors, supervisors, or attending physicians within a reasonable amount of time after the disaster or emergency; 4) Visit the [www.USF.edu](http://www.USF.edu), USF Health webpage, GME webpage on the USF website, Lehigh Valley Graduate Medical Education website, the ACGME website, and any other relevant sources of information concerning the disaster or emergency including radio and television; 5) Look at other provided means of communication for information; and 6) If the resident has information concerning a disaster or emergency or needs information concerning a disaster or emergency, call or email the appropriate ACGME Review Committee Executive Director.

**Resident Assignments:** Residents must follow these assignment guidelines: 1) Residents assigned to hospitals will participate as members of the hospitals to which they are assigned. As such, they will report for instructions to the assigned individual responsible for their program at that institution. In the absence of that individual, residents should report to the medical staff office; 2) Residents assigned to University outpatient facilities will be instructed by the facility staff as to the status of the facility; and 3) Residents assigned to facilities that are closed may voluntarily present to one of the hospitals.

## GME Office and/or Program Director

Makes a decision as to whether the program or institution can no longer provide at least an adequate educational experience for each of its residents because of a disaster, and if it cannot provide such, the GME Office or Program director will: 1) arrange temporary transfers to other programs institutions until such time as the residency or fellowship program can provide adequate educational experience for each of its residents; or 2) assist the residents in permanent transfers to other programs/institutions. If more than one program/institution is available for temporary or permanent transfer of a particular resident, the preferences of each resident will be considered. Programs must make the keep/transfer decision expeditiously so as to maximize the likelihood that each resident will complete the year in a timely fashion.

## Designated Institutional Official (DIO)

The DIO will monitor progress of healthcare delivery and the functional state of programs during and following a disaster. The DIO will contact the ACGME (specifically the Institutional

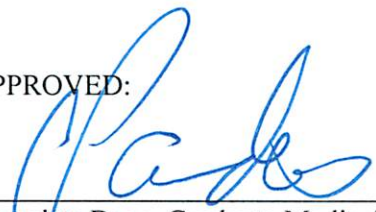
Review Committee Executive Director) with information and/or requests for information. The DIO will communicate with the ACGME concerning the impact of the disaster. Within ten (10) days after the declaration of a disaster by the ACGME, the DIO will contact the ACGME to discuss due dates that the ACGME will establish for the programs 1) to submit program reconfigurations to the ACGME, and 2) to inform each program's residents of resident transfer decision. The due dates for submission shall be no later than 30 days after the disaster unless other due dates are approved by the ACGME. If within the ten (10) days the ACGME has not received communication from the DIO or designee, the ACGME will attempt to establish contact with the DIO to determine the severity of the disaster, its impact on residency training and next steps.

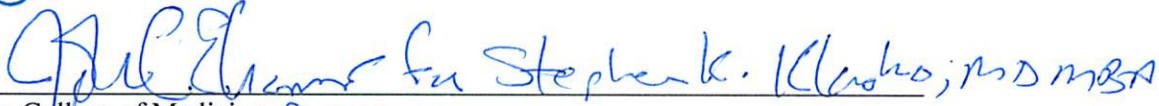
Program Director

Maintain contact information for all residents in the program in New Innovations. The information will be updated by the program annually. Call or email the appropriate ACGME Review Committee Executive Director with information and/or requests for information.


**Compensation and Benefits**

Because residents are temporary employees, they are not entitled to continuing compensation in the event of a prolonged closure of a hospital. However, the University will do everything possible to secure continuing support or reassignment for residents pursuant to this Plan and the requirements of the ACGME. Benefits will be maintained for residents in the event of such a closure.

APPROVED:  
  
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 Associate Dean, Graduate Medical Education

  
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 Dean, College of Medicine 9-20-11

APPROVED AS TO FORM AND LEGALITY

  
 Michele Cerullo, JD  
 Assistant Attorney - Univ. South Florida

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