



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

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| Title: Program Reduction / Closure Policy | GME-217 |
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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: In accordance with ACGME Institutional Requirements, Section IV.O., the Sponsoring Institution must maintain a policy that addresses GMEC oversight of reductions in size or closure of each of its ACGME-accredited programs, or closure of the Sponsoring Institution that includes addressing the closure of institutions, training programs, or reduction in the number of resident positions in a program.

Policy: The Sponsoring Institution is committed to providing a high-quality educational experience for all residents enrolled in their GME programs. In the event of a GME program reduction or closure, or closure of the institution, the Sponsoring Institution and the program will work collaboratively to ensure that residents currently enrolled in the program are able to complete their education within the program or will assist trainees in enrolling into another ACGME-accredited program in which they may continue their education. The Sponsoring Institution and the program director will consider such issues as transfer of funding and board-specific requirements of trainees, and will make every attempt to phase out the program over a period of time to allow all residents currently in the program to complete their training. In all cases, Sponsoring Institution and the program will fulfill the terms of appointment (e.g., stipends, benefits) for the duration of the current contract, if applicable.

Institution Closure

Should the Sponsor as the sponsoring institution intend to close, the Dean or designee must inform the GMEC, DIO, programs, residents and fellows within 30 days of the decision to close the institution.

Program Reduction/Closure

In the event that a program has one of the following involuntarily reductions or closures:

1. The need to reduce the program’s size,
2. The program closes due to an adverse action of the ACGME,
3. The program involuntarily loses a training site, or
4. The program loses funding,

then the Program Director must notify the Graduate Medical Education Committee (GMEC), the Designated Institutional Official (DIO), and the program’s trainees within 30 days of receiving notification of the involuntary reduction or closure.

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Programs that wish to voluntarily reduce the size of the program or to withdrawal accreditation must obtain prior approval for the reduction or closure from the DIO and GMEC before notifying the ACGME and the program's trainees.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

| Date of Origin | Effective | Revision/GMEC Approval: | Originally Policy # |
|----------------|-----------|------------------------------------|---------------------|
| 01/1999 | 01/1999 | 06/2005; 08/2008; 02/2020; 10/2023 | N/A |