

**LANCASTER GENERAL HOSPITAL
ACGME POLICIES**

In Reference to ACGME Institutional Requirements – Effective July 1, 2022

IV.O. Institutional GME Policies and Procedures: Closures and Reductions: 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 the following:

IV.O.1. the Sponsoring Institution must inform the GMEC, DIO, and affected residents/fellows as soon as possible when it intends to reduce the size of or close one or more ACGME-accredited programs, or when the Sponsoring Institution intends to close; and, (Core)

IV.O.2. the Sponsoring Institution must allow residents/fellows already in an affected ACGME-accredited program(s) to complete their education at the Sponsoring Institution, or assist them in enrolling in (an)other ACGME-accredited program(s) in which they can continue their education. (Core)

Process Name:	Closure of Reduction in Size of ACGME Program(s)
Effective Date:	09/25/2023
Who is the policy's expert(s):	Designated Institutional Official
Who is responsible for compliance:	LGH Designated Institutional Official (DIO), the DIO's designees, the Graduate Medical Education Committee (GMEC), the Chair of the GMEC, the Office of GME, and the LGH and entity Chief Medical Officers
To Whom does the policy apply:	All residents/fellows of ACME accredited Graduate Medical Education programs sponsored by Lancaster General Hospital
Process:	As note below.

POLICY

The Lancaster General Hospital (LGH) recognizes the need and benefits of graduate medical education and sponsors a residency and fellowship program that emphasize personal, clinical and professional development. LGH ensures, through the Graduate Medical Education Committee (GMEC) review process, that its training programs are in substantial compliance with the institutional, common and special requirements of the Accreditation Council for Graduate Medical Education (ACGME) and its individual Residency Review Committees (RRC).

The sponsoring institution of a training program must inform the GMEC, the Designated Institutional Official (DIO) and the residents/fellows, as soon as possible when it intends to reduce the size or close one or more programs, or when the sponsoring institution intends to close. If the ACGME withdraws accreditation of a program or reduces its complement, or if a decision is made to close or reduce the size of a program, or to close the sponsoring institution, LGH will establish a phase-out plan that allows current trainees to complete their training. If that is not possible, every attempt will be made to locate positions for those trainees to enroll in other ACGME accredited training programs in which they can continue their education.

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Other circumstances that may lead to reduction in the size of a training program, program closure by LGH may include:

- Failure of the program to correct concerns and/or comply with recommendations of the GMEC based on the internal review of the program;
- Failure of the program to correct citations by the ACGME or Residency Review Committee (RRC);
- Decreased financial or educational resources to support the program.

PURPOSE

To describe the circumstances and procedures for reducing the size of or closing a residency/fellowship program, or the closure of the Sponsoring Institution.

SCOPE

This policy applies to all ACGME and similarly accredited training programs sponsored by LGH.

IMPLEMENTATION

The implementation of this policy is the responsibility of the GMEC, LGH Chief Medical Officer, LGH Senior Vice Presidents, LGH Chief Operating Officer, Chief Executive Officer, GMEC Chair, LGH GME, DIO, Department Chairs and Program Directors.

PROCEDURES

1) Reduction or Closure of a Training Program

a) Initiation of Process and Review

- i) Requests for reduction or closure of a training program may be initiated by the Program Director, LGH Chief Operating Officer, LGH Chief Medical Officer, DIO or Chair of the GMEC.
- ii) Any requests for closure or reduction in size of a training program or closure of the sponsoring institution must be submitted in writing to the DIO and Chair of the GMEC. Such communication should detail the basis and rationale for the program closure/reduction as well as a detailed action plan for the disposition of the effected residents in the program.
- iii) When the initiation of a reduction or closure is for circumstances related to a program's failure to adequately address concerns and/or comply with recommendations of the GMEC based on the internal reviews of the program, the GMEC Chair or DIO

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shall provide thirty (30) days written notice to the Program Director of the pending request for reduction or closure being considered by the GMEC. The GMEC Chair or DIO shall also provide the Program Director the opportunity to appeal the decision to GMEC, including to demonstrate to the GMEC that the program is in substantial compliance with the LGH, GMEC and ACGME policies, procedures and requirements along with a corrective action plan to achieve full compliance and an action plan for the disposition of the effected residents in the program if the program is closed or reduced. Determinations by GMEC to reduce or close programs for circumstances related to a program's failure to adequately address concerns and/or comply with recommendations of the GMEC based on the internal reviews of the program after such appeal shall be final. The Program Director will be notified of the determination.

b) Action Plans

- i) To the extent feasible, the action plan for the disposition of the effected residents in the program should address how the positions will be reduced over time and how residents will be transitioned to other sites or programs. The GMEC expects all displaced residents to be allowed to either complete training at LGH or be assisted by the program in finding a position in another training program.
- ii) All displaced residents will receive salary and benefits from LGH until they transfer to another program. If a resident refuses placement in an accredited program, they will forfeit salary and benefits after 1 month.
- iii) If the action plan documentation is deemed adequate by the DIO, the program director will present the action plan(s) and rationale to the full GMEC and DIO as soon as possible.
- iv) The GMEC will discuss the rationale and carefully review the action plan for placement of displaced residents. The GMEC may defer the request if the action plan is deemed inadequate or during appeal processes described in Section 1(a) (iii) and (iv).
- v) After approval of the reduction or closure, the residents will be notified in writing of the action within 10 days of the GMEC decision.

2) Closure of LGH

- 1) The Sponsoring Institution (LGH) must inform the GMEC, the DIO, and the residents as soon as possible when it intends to close.
- 2) The Sponsoring Institution must either allow residents already in the program(s) to complete their education or assist the residents in enrolling in an ACGME-accredited program(s) in which they can continue their education.