

Graduate Medical Education Committee

DISASTER RECOVERY PLAN

Approved by GMEC on June 23, 2020

A disaster is defined as a natural or man-made event that significantly disrupts the teaching environment (e.g., damage to the medical center's buildings, clinics and grounds due to severe storms; loss of utilities such as power, water, or telephones; civil disturbances, accidents, or emergencies within the medical center or in its community); or that results in sudden, significantly changed, or increased demands for the medical center's services (for example a bioterrorist attack, building collapse, plane crash, public health emergency within the community).

Disaster recovery planning is part of the larger process of business continuity planning which seeks to fully maintain the process of graduate medical education (GME) throughout the graduate medical education (GME) teaching environment.

In the event that a disaster interrupts any part of GME, the Spokane Teaching Health Center is committed to recovery as it might involve maintenance or improvement in operations or restructuring the educational experience for residents/fellows as soon as possible.

Any disaster may also create safety issues and impact the health and well-being of residents/fellows, and these issues will need to be assessed and considered in recovery planning.

The Designated Institutional Official (DIO) is responsible for maintaining communications between the various residency Program Directors (PDs) and the Spokane Teaching Health Center (STHC) to assess the impact of a disaster on any and all areas of GME and maintaining business and educational continuity. If the DIO is unavailable or incapacitated, the STHC Executive Director or an STHC Board-appointed representative will serve as an interim DIO.

The DIO will make every attempt to prevent data loss by developing offsite back-ups using remote facilities, if necessary, or microfilm or similar storage techniques. The DIO will also work with IT to complete transition to electronic data capture and storage in a timely fashion.

Communication between the DIO, the residency/fellowship Program Directors and the residents/fellows is critical in the event of a disaster to assess the impact of that disaster on education and the health and well-being of the residents/fellows.

The program directors will immediately assess the impact of a disaster on their own programs, assess the program's function, and if necessary, develop a recovery strategy and timetable and a written plan to address response, recovery, and resumption of education and services. The program director should also assess the health and well-being of the residents/fellows within that program. This will be done by the following:

1. Contacting residents/fellows in the program to gather information
2. Referring affected residents/fellows to available resources for care
3. Assessing the functionality of the facilities and operations within Spokane Teaching Health Center teaching facilities or other participating educational facilities or locations.

In the event of a disaster, the DIO will be in contact with all program directors to assist in assessing the impact on the educational experience for all residency programs. The DIO assessment will include the following:

1. Immediate contact and discussion with program directors to determine the availability of residents/fellows; and
2. The feasibility of continuing on-site training within the Spokane Teaching Health Center facilities and other educational facilities or locations.

The Spokane Teaching Health Center expects that all residents, residency coordinators and program directors to be familiar with the Spokane Teaching Health Center (and all other participating institutions and locations) policy on Disaster Plans. Valuable information can also be found in individual program' Residency Manuals. Check with the residency coordinator or program director.

ACGME NOTIFICATION

The DIO will notify the ACGME Executive Director of the disaster and, if appropriate, request a declaration of disaster. The ACGME will post a notice on its website, www.acgme.org

As soon as it is feasible, and to the extent that it is possible, the DIO and residency program directors will determine whether the disruption of each program's ability to maintain the educational experience is temporary or permanent. In the event that the DIO, in conjunction with the residency program directors, determines that a program can no longer provide an educational experience for the residents, the program directors and the DIO will do the following:

1. Arrange for temporary transfers to available programs to complete the educational experience on an interim basis, or
2. Assist the residents/fellows to achieve permanent transfers to other programs or institutions, if necessary.

The DIO will, within 10 days after the declaration of the disaster, contact the ACGME to discuss the timeframe and dates pertinent to maintaining the education of the residents/fellows within affected residency programs, including:

1. Submission of program reconfigurations to the ACGME, and
2. Informing residents/fellows of any transfer decisions

This will be accomplished no later than 30 days after the disaster unless other dates are approved by the ACGME.

The ACGME will assist with communications during any declared disaster. The ACGME will maintain phone numbers and email addresses for emergency communications with disaster-affected institutions.

1. The DIO will call or email the Review Committee (RC) Executive Director with information or requests for information
2. The program directors will call or email the appropriate RC Executive Director with information and requests for information
3. Residents/Fellows will call or email the appropriate RC Executive Director with information and requests for information

The ACGME will provide instructions on its website so that a resident/fellow can change his/her information on the Accreditation Data System (ADS). In the event of a disaster, the Spokane Teaching Health Center will communicate directly with program directors and residents/fellows via all available communication techniques to provide guidance for the affected residents/fellows. The communications will include the Spokane Teaching Health Center website and the ACGME website.

The ACGME will establish a fast-track process for reviewing and approving or not approving submissions by programs related to program changes to address the effects of a disaster including:

1. Addition or deletion of participating institutions
2. Change in format of the educational program
3. Change in the approved resident/fellow complement

If a resident/fellow is temporarily transferred, he or she will be informed of the minimum duration and the estimated actual duration of the temporary transfer. In the event that the transfer will continue, the residency/fellowship program must inform the resident/fellow who has transferred.

The condition of an affected program may determine that a site visit is required by the ACGME. Prior to this visit, the DIO and program director will receive notification of the information that will be required. This information may be used for accreditation purposes. Site visits that were scheduled prior to a disaster may be postponed.