



INSTITUTIONAL GME GUIDELINES FOR CLOSURES OR REDUCTIONS

The decision to close or permanently reduce the trainee complement of a program or of the Sponsoring Institution (the John A. Burns School of Medicine, "JABSOM") may be in response to various influences and stressors. These include, but are not limited to: disasters, loss of funding, loss of patient care opportunities, voluntary or involuntary loss of accreditation, or lack of matriculating trainees over multiple years. In all cases, the GMEC retains responsibility for the oversight of all processes related to reduction and closure of individual programs, major participating sites, and JABSOM. Regardless of the impetus for reduction or closure, the priority will be to preserve quality training for existing residents / fellows and, when necessary, assist displaced residents / fellows in transitioning to other ACGME-accredited programs.

The process for consideration of reducing or closing a program or institution should include:

1. Preliminary review by the DIO
2. The Office of the DIO will engage relevant stakeholders including the Program Director, Core Residency Program Director (if a fellowship), Department Chair, JABSOM Dean, Hawai'i Residency Programs (HRP), and leadership from participating sites and health systems.
3. Consideration will be given to strategies to preserve quality, accredited training including alternate sites, funding sources, or ACGME emergency protocols as applicable
4. If the degree of urgency permits, the proposal for reduction or closure will be discussed at GME Advisory Council and the HRP Board prior to presentation at GMEC
5. The Program Director and/or DIO will inform the affected residents / fellows of the intent to present a proposal to reduce or close a program / institution, prior to GMEC review
6. The Program Director and/or DIO will present the proposal for reduction or closure to GMEC to include
 - a. Factors or events precipitating reduction / closure
 - b. Analysis of impact to other programs and participating sites
 - c. Alternatives to reduction / closure, including budget if applicable
 - d. Timeline
 - e. Options for displaced trainees and faculty, if applicable
7. GMEC has the responsibility to discuss and give final approval for any reduction in complement or closure
8. Residents/fellows in the affected program(s) will be allowed to complete their education through JABSOM whenever possible, or will be assisted in enrolling in another ACGME-accredited program in which they can continue their education

Related policy: Emergency Disaster Plan & Procedures for Residents / Fellows