I. Purpose. The purpose of this GME Program Closure and Reduction Policy (this “Policy”) is to establish an institutional policy regarding closure and/or reduction of residency or fellowship programs or closure of the institution. Butler Hospital recognizes the need and benefit of graduate medical education and is committed to providing programs in graduate medical education, and ensuring that those programs meet or exceed the Institutional and Program Requirements established by the Accrediting Council for Graduate Medical Education. It is the goal of Butler Hospital to avoid the reduction in the size of or the closure of ACGME accredited programs. However, in the event a closure and/or reduction in a residency or fellowship program must occur, Butler Hospital ensures the timely and proper notification of any circumstances that adversely affect a resident’s education and training.

II. Scope. This Policy applies to all ACGME-accredited residencies and fellowship programs at Butler Hospital.

III. Policy.

a) The Accreditation Council for Graduate Medical Education (ACGME) requires that Butler Hospital, as the Sponsoring Institution of record, have a written policy that addresses a reduction in size or closure of a residency program or closure of the Institution.

b) To ensure appropriate institutional oversight as required by the ACGME Institutional Requirements.

IV. Definitions. Capitalized terms not otherwise defined below but used in this Policy shall have the meanings assigned to them in this Policy.

a) GMEC – Graduate Medical Education Committee
V. Procedure.

a) The senior leadership of the Sponsoring Institution, the Chief Medical Officer, in conjunction with the Program Director, Designated Institutional Official (DIO) and Graduate Medical Education Committee (GMEC) will make appropriate efforts to avoid the closure of ACGME-accredited programs.

b) The Sponsoring Institution must inform the ACGME, GMEC, the DIO, and the affected residents within five (5) business days following a decision to reduce the size of or close one or more programs, or when the Sponsoring Institution itself intends to close.

c) In the event a decision is made that a training program must decrease in size:
   - The Program Director, DIO and GMEC will inform the residents within five (5) business days of the decision.
   - The Program Director, DIO and GMEC will be responsible for monitoring the complement reduction process.
   - Plans to reduce the complement of residents in the program will be made, where reasonable, by first reducing the number of positions available to incoming residents.
   - If the reduction needs to include residents currently in the training program, the Program Director and DIO will assist affected residents in enrolling in an ACGME-accredited program.

d) In the event a decision is made that a training program must close:
   - The Program Director, DIO, and GMEC will inform the residents within five (5) business days of the decision.
   - The Program Director, DIO and GMEC will be responsible for monitoring the closure process.
   - The sponsoring institution will preferentially structure a closure, when reasonable, that allows enrolled residents to complete the program.
   - In the event a program must be closed before one or more residents are able to complete their training, the Program Director and DIO will work closely with the resident(s) to assist them in enrolling in an ACGME-accredited program(s) in which they can continue their education.

e) The same process will be followed if ACGME withdraws accreditation status from a program, reduces the number of resident/fellow positions in any program, or withdraws accreditation status from the institution.

REFERENCES:
ACGME Institutional Requirements, Sec. IV.N. Closures and Reductions

APPROVAL/REVISION:
9/9/2019: Policy approved by BH GMEC