

Creighton University School of Medicine-Phoenix Policies

POLICY:	Closures and Reductions
GOVERNING BODY:	Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix
GMEC APPROVAL DATE:	August 7, 2023; February 6, 2023
REVISED DATE:	February 6, 2023
ACGME ACCREDITATION STANDARD REFERENCE:	Institutional Requirement: IV.O. Closures and Reductions

PURPOSE

Creighton University School of Medicine-Phoenix (CUSOM-PHX), as the Sponsoring Institution, must maintain and ensure support for its House Staff Physicians (HSP) enrolled in its GME programs in the event of program size reduction, program closure, or institutional closure.

SCOPE

The policy applies to all CUSOM-PHX HSP and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

POLICY

Closure or Reduction of a Program: Actions and procedures that may lead to closure or reduction of a program include, but are not limited to:

- Sponsoring Institution reduction due to decreased financial or educational resources to support adequate training in the program.
- Accreditation reduction by the ACGME HSP Review Committee (RC) or another relevant accreditation body.
- Failure of the training program to correct concerns and/or comply with recommendations of the Graduate Medical Education Committee (GMEC) or Designated Institutional Official (DIO) based on the Annual Program Evaluation and/or Special Review conducted by the GMEC.
- Reallocation of positions among other Graduate Medical Education (GME) programs.

PROCEDURE

1. The parties desiring reduction or closure must notify the DIO and the GMEC as soon as possible of any intent to reduce complement or close a program. The DIO and GMEC will work with the parties to explore any possible options to amend this decision.
 - a. The appropriate representative of the party must be present at the next regularly scheduled GMEC meeting to discuss the intent to reduce or close the involved program. The DIO may call a special meeting of the GMEC if he or she feels this is indicated.
 - b. If approved by the GMEC, HSP must be notified as soon as possible.
2. When reduction in trainee complement or closure is deemed necessary, the GMEC and individual program shall plan to reduce the complement of HSPs in the program where possible by first reducing the number of positions available to incoming HSPs to allow current HSPs to complete their program.

3. Every reasonable effort will be made to ensure that the reduction or closure of GME programs occurs at the completion of an academic year.
4. Affected HSPs may transfer prior to program reduction or closure if the opportunity presents itself and the HSP desires to do so. The Institution may not force an affected HSP to remain to complete a period of training prior to reduction or closure. The HSP must give the DIO and GME Office 30 days' notice prior to transfer if they transfer before the reduction or closure takes place.
5. If the reduction or closure of a program affects HSPs or fellows currently in the training program, the Department Chair, program director, and DIO must assist affected HSPs in enrolling in another accredited ACGME program. These affected HSPs or fellows will be released without penalty from their contracts upon a start date in their new program.
6. The program director, with the DIO, shall inform the ACGME of any closure or reduction within 7 days of the decision being approved by the GMEC.
7. The GMEC must approve the reduction and the plan for implementing the reduction.

Closure of the Institution

If CUSOM-PHX, as the Sponsoring Institution, intends to close, the Regional Dean or designee must inform the DIO, GMEC, programs, HSPs, and fellows as soon as possible of the decision. CUSOM-PHX and the programs, along with the DIO and GMEC, will work collaboratively to ensure that HSPs currently enrolled in the programs are able to complete their education within the program or will assist trainees in enrolling into another similar accredited program in which they may continue their education.

The DIO will notify the ACGME Institutional Review Committee within 10 days of the decision being made final for closure of the institution.

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

Adapted from the Creighton University School of Medicine's approved Program Closure and Reduction Policy, issued in 2014 and revised in 2021.