



Policy	
TITLE: Closures and Reductions	
ISSUING DEPARTMENT: Graduate Medical Education Committee Creighton University School of Medicine- Phoenix	ORIGINALLY ISSUED: 02/06/23
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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 Graduate Medical Education (GME) programs in the event of program size reduction, program closure, or institutional closure.

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 Accreditation Council for Graduate Medical Education (ACGME) 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 GME programs.

PROCEDURE

1. The GMEC must be notified as soon as possible of any intent to reduce complement or close a program. The DIO and GMEC will work to explore any possible options to amend this decision.
 - a. The intent to reduce or close the involved program must be discussed at the next regularly scheduled GMEC meeting. The DIO may call a special meeting of the GMEC if he or she feels this is indicated.
 - b. If approved by the GMEC, HSPs 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 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 will be released without penalty from their contracts upon a start date in their new program.
6. The GMEC must approve the reduction and the plan for implementing the reduction.
7. The DIO shall inform the ACGME of any closure or reduction within 7 days of the decision being approved by the GMEC.

Closure of the Sponsoring Institution

If CUSOM-PHX, as the Sponsoring Institution, intends to close, the Dean or designee must inform the DIO, GMEC, programs, and HSPs 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 can complete their education within the program or will assist trainees in enrolling into a similarly 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.

SCOPE

The policy applies to all CUSOM-PHX HSPs and their respective training programs, that are ACGME accredited or meet the criteria in the Non-ACGME Programs Policy.

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

AMENDMENTS OR TERMINATION OF 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. The University reserves the right to modify, amend or terminate this policy at any time.

ACGME ACCREDITATION STANDARD REFERENCE

4.15. Closures and Reductions