

 <p><b>All HFHS Includes:</b>                  Behavioral Health Services                  Community Care Services                  Corporate Services                  Henry Ford Hospital                  Henry Ford Medical Group                  Kingswood Hospital                  Macomb Hospitals                  West Bloomfield Hospital                  Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Closures & Reductions (MEP 219)		<b>Policy No:</b> MEP 219
	<b>Type of Document:</b> Policy		
	<b>Applies to:</b> Tier 3: Department <b>Business Unit:</b> All HFHS <b>Site:</b> All HFHS <b>Department:</b> Graduate Medical Education		
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education		<b>Current Approval Date:</b> 11/17/2017 <b>Last Revision Date:</b>
	<b>Owner:</b> Graduate Medical Education		<b>Approver:</b> HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	<b>Related Policy/Procedure:</b> <i>Include title and number</i>		
	<b>Author:</b> Graduate Medical Education		
	<b>External Regulatory Requirement:</b> [Regulations]		
	<b>Audience:</b> Administrative Support Staff, Residents/Fellows		
	<b>Key Words:</b> program closures; hospital closures		

**Background**

In the event an accredited graduate medical education program is reduced or closed, Henry Ford Health System (HFHS) will allow House Officers to complete their training through the HFHS Program or assist them in enrolling in another accredited program. In the event a major participating site closes, HFHS will secure an alternate site to provide the required experiences. Due to the unique training offered in non-accredited programs, in the event that HFHS closes a non-accredited program, it is not able to assist fellows enroll in a comparable program to complete their training.

The Graduate Medical Education Committee (GMEC) provides oversight of all processes related to reductions and/or closures of individual programs, major participating sites and the sponsoring institution.

**Procedure**

1. Decisions that may result in the reduction or closure of a HFHS graduate medical education program will be made in consultation with the GMEC and the Designated Institutional Official (DIO) and the HFHS Vice President for Medical Education.
2. Once a decision is made, the GMEC, DIO and the House Officers in the program will be notified as soon as possible.
3. The DIO will notify the ACGME<sup>1</sup> of the decision and the proposed date of the intended action.
4. The Program Director and the DIO will assist all House Officers in developing future training plans.

<sup>1</sup> American Osteopathic Association (AOA) and its OPTI for osteopathic programs or Council on Podiatric Medical Education (CPME) for podiatric programs.

5. The Program Director will prepare a transfer letter for each House Officer detailing their progress in core competency education and an evaluation of their overall performance. This letter will be sent to the Program Director accepting the House Officer. A copy of the letter will be placed in the House Officer's educational file.
6. The Program or Medical Education Department will send resident files to the Program accepting the House Officer in a timely manner.
7. AOA Programs Only: In accordance with AOA Basic Standards, severance pay shall be provided for two months when institutional program closure or reduction decisions prevent the House Officers who have already begun a program from program completion in that or a geographically proximate program (i.e., program at least 50 miles farther from your old home than your old program location was from your old home, consistent with IRS relocation moving expense regulations).
8. Individuals who have been accepted to begin a program at a future date AND have executed a Graduate Trainee Agreement will be notified as soon as possible. The Program Director will assist such individuals in applying for alternative training programs. The Program Director and DIO will notify the NRMP/NMS that the institution is not able to meet its commitment and describe the circumstances for their review.