

<b>The University of Alabama Hospital</b> Graduate Medical Education Policy and Procedure  <b>Closure or Reduction in Size</b>	GMEC Approved Date: May 6, 2025
	Next Review Date: Spring 2026

**PURPOSE:**

The purpose of this policy is to outline the Graduate Medical Education Committee's (GMEC) responsibility to provide oversight of all processes related to reductions in the number of resident/fellow positions and closures of ACGME-accredited programs, major participating sites, and the sponsoring institution.

**POLICY:**

The University of Alabama Hospital is committed to providing a high-quality educational experience for all residents enrolled in its Graduate Medical Education (GME) programs. The Graduate Medical Education Committee (GMEC) provides oversight of all processes related to reductions and/or closures..

**Institution Closure**

- Should the Sponsoring Institution intend to close, the CEO of University of Alabama Hospital must inform the DIO, GMEC, Dean of Heersink School of Medicine, GME programs, residents and fellows within 30 days of the decision to close the institution.
- In the event a major participating site closes, the University of Alabama Hospital will secure an alternate site to provide the required experiences.

**Program Reduction/Closure (Involuntarily)**

If the program has one of the following, then the Program Director must notify the DIO, GMEC, and program's residents/fellows immediately and within 30 days.

- Need to reduce the program's size
- Closure due to adverse action of the ACGME
- Loss of a required training site
- Loss of funding

**Program Reduction/Closure (Voluntarily)**

- Decisions that may result in the reduction or closure ACGME-accredited program will be made in consultation with the Graduate Medical Education Committee (GMEC) and the Designated Institutional Official (DIO).
- Once a decision is made, all parties will be notified as soon as possible and within 30 days.
- The DIO will notify the ACGME of the decision and the proposed date of the intended action in compliance with the ACGME policies and procedures.

**Minimizing Impact on Residents and Fellows**

- In the event an accredited GME program is reduced or closed, University of Alabama Hospital will make every effort to allow residents/fellows to complete their training through the University of Alabama Hospital program or assist them in enrolling in another accredited program.
- The Program Director and the DIO will collaborate to assist all residents in continuing their training elsewhere. The Program Director will prepare a summary evaluation of each resident detailing their progress in core competency education and an evaluation of their overall performance. This will be

sent to the Program Director accepting the resident. A copy will be placed in the resident's educational file. The Program will send resident files to the Program accepting the resident in a timeframe consistent with the ACGME requirements.

- Individuals who have been accepted to begin a program at a future date and have executed a 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 National Residency Matching Program (NRMP) if it is not able to meet its commitment and describe the circumstances for their review.

#### *Reference*

*ACGME Institutional Requirements (focused revision: September 26, 2021); effective July 1, 2022; Reformatted effective July 1, 2025*