

TOP 10 *Tips to Create a Useful GME Disaster Policy*



An educational resource
brought to you by
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The revised ACGME Policies/Procedures and Institutional Requirements mandate development of a GME Disaster Policy.

Why waste your time and energy writing a policy simply to comply with accreditation requirements?

With a little more thought, your GME Disaster Policy can be a truly workable product.

Here are ten tips to help you create an effective GME Disaster Policy.

Tip #1 – Know what is required. Consult the most recent version of the ACGME Policies & Procedures (entry IIG in the 6/12/07 version) and Institutional Requirements (I.B.8 in the 7/1/2007 version).

Tip #2 – Include many stakeholders in the planning: DIO, GMEC, Program Directors, Residents, Institutional Disaster Committee...

Tip #3 – Acknowledge and respect the unique mission and requirements of GME. This is not a fire drill plan.

Tip #4 – Augment requirements to meet your needs. For example, ACGME policies encourage residents and program directors to be in contact with the ACGME Review Committee Executive Director. Do you want them to contact you, too?!

Tip #5 – Confront harsh reality. You may not have access to your computer or records. Maintain several off-site repositories for duplicate lists of names, contact information, and policies.

Tip #6 – Consider "mini-disasters," too. Do you store permanent residents' records safe from the ravages of a broken pipe?

Tip #7 – Your disaster plan should specify sequential, clearly-worded action steps, including frequent contact with ACGME.

Tip #8 – Consider other potential collaborators for temporary placement of residents – BEFORE you need them!

Tip #9 – Could you be a site for temporary placement of displaced residents? Consider that in your plan as well.

Tip #10 – Orient everyone involved! A well-written plan cannot be implemented if it is forgotten and remains on the shelf!

We at Partners™ in Medical Education sincerely hope that no institution ever needs to use their GME Disaster Plan. But in case you do, make it a plan that will support you through more than the next ACGME survey.



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