Policy: **Residency Reduction or Closure**	Effective Date: 08/2017
Policy Number: 120 Version: 2	Replaces: V1
Authorized by: Graduate Medical Education Committee	Page 1 of 1

PURPOSE

To describe the process for reducing the size of or closing a residency (including fellowship) program or closure of the Sponsoring Institution.

SCOPE

1. Department of Medical Education
2. Baptist Health Medical Center - North Little Rock
3. Baptist Health Medical Center - Little Rock
4. Baptist Health Medical Center - Conway

POLICY

1. If the institution and/or a Program Director decide that a reduction in the number of positions, or closure, in a program is necessary, the Program Director must receive support from the GMEC and governing board prior to submitting the request for reduction in size or closure of a training program to the ACGME.

2. The DIO, or designee, shall notify the governing board, GMEC, faculty, and residents as soon as possible of any decision to voluntarily reduce the size of, or terminate, a residency program or closure of the institution.

3. In the event of such a voluntary institutional decision, a downsizing or phase-out plan shall be established.
   a. If possible, the number of positions will be reduced in a way so residents in the program can complete their education.
   b. If existing institutional or program resources would be insufficient to provide adequate training, the Program Director will assist affected residents in transferring to an ACGME accredited program in which they could continue their education.

4. The DIO will notify the ACGME of the residency closure or reduction and arrange to keep in contact with the ACGME and to abide by it policies and procedures pertinent to GME-residency closure.

RELATED POLICIES

Created 09/2016
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