

WVU School of Medicine Graduate Medical Education

Policy on Program and Institution Closure/Reduction (IR 4.15.)

Purpose: This policy establishes the process by which West Virginia University School of Medicine (WVU SOM), as the ACGME-accredited and Non-Standard Training (NST) Sponsoring Institution, manages a reduction in resident/fellow complement or a closure of an ACGME-accredited or Non-Standard residency or fellowship program, or a reduction or closure of the Sponsoring Institution itself. The policy is intended to ensure timely notification of all affected parties, continuity of education for residents and fellows, and compliance with the ACGME Institutional Requirements.

Scope: This policy applies to every ACGME-accredited and NST residency and fellowship program sponsored by WVU SOM.

Policy Statement: WVU SOM GME is committed to the educational and professional well-being of every resident and fellow enrolled in its programs. In the event that the Sponsoring Institution or a program must be reduced or closed, the following process will be followed:

- 1- When the decision is made that a program or the sponsoring institution must reduce their complement or close, this decision must be immediately communicated to the DIO who will then inform GME Taskforce and GMEC (4.15.a; 1.12.f.)
- 2- GMEC has authority to close or reduce the complement of a program for any reason including but not limited to: insufficient faculty, insufficient program support, insufficient educational experiences to fulfill requirements, multiple consecutive years without a trainee, adverse actions by the ACGME, etc.
- 3- All residents and fellows in the program should be informed by the program director as soon as possible after the decision is made.
- 4- The ACGME Review Committee should be notified as soon as possible once the GMEC and residents/fellows have been informed.
- 5- Every effort will be made to accommodate the completion of training for the current residents and fellows (4.15.a.)
- 6- If the current residents/fellows cannot continue training, WVU SOM GME will assist them in enrolling in another ACGME accredited program to complete their training (4.15.b.)
- 7- Support for Affected Residents and Fellows
 - a. Programs should provide individualized counseling on ACGME-accredited programs with available positions in the relevant specialty/subspecialty, including assistance identifying and contacting receiving programs.

- b. Timely release of academic records, evaluations, procedure/case logs, and letters of reference needed for transfer applications.
- c. Continuation of salary and benefits through the transition period, consistent with WVU institutional policy, whenever possible for residents/fellows in ACGME accredited programs.
- d. Written confirmation to each affected resident/fellow of the specific support being provided and the timeline for their individual transition (4.14.a.)
- e. Access to Faculty and Staff Assistance Program throughout the transition.

GMEC Taskforce Approval: 10/1/26

GMEC Approval: 10/9/26