

	Johns Hopkins School of Medicine Graduate Medical Education (GME) Policies and Forms	<i>Policy Number</i>	P&F004
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	<i>Subject</i> Closure/Reduction of Training Programs	<i>Page</i>	1 of 1
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I. PURPOSE

The purpose of this policy is to protect the residents and clinical fellows and provide for a smooth and orderly transition in accordance with ACGME recommended guidelines should closure or reduction of a program be required.

II. CLOSURE

The decision to close a program must be approved by the Advisory Board of the Medical School and the Medical Board of the Hospital. Only after careful consideration by the Department Director, Training Program Director, Senior Associate Dean for Graduate Medical Education/DIO, the Vice Dean for Education, the Dean of the Medical Faculty, the Primary Hospital's Vice President for Medical Affairs and the Graduate Medical Education Committee will a recommendation to close an ACGME-accredited training program be made.

Every effort will be made to allow residents and clinical fellows in the program to complete their training at Johns Hopkins and primary consideration will be given to the training requirements of those remaining for the final year(s). Assistance in the form of letters and/or phone calls will be offered to those residents wishing to transfer to another program. In addition, if termination of residents in good academic standing is unavoidable, financial assistance through support of stipend and benefits for one year of training as well as limited help with relocation expenses will be extended. All residents and clinical fellows, as well as the ACGME Review Committee for the specialty, will be notified in writing as soon as possible regarding the closure in accordance with ACGME Institutional and Program requirements.

III. REDUCTION

The decision to reduce the number of trainees will be accomplished by decreasing the number of new trainees entering the program. For permanent reductions, the review process for closure will be invoked. The Department Director and Training Program Director, after discussion with the Senior Associate Dean for Graduate Medical Education, may implement minor reductions in a program without the formal review process. All residents and clinical fellows, as well as the Review Committee for the specialty, will be notified in writing as soon as possible regarding the planned reduction according to ACGME Institutional and Program requirements.