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**SUBJECT:** Training Program Size Reduction/Closure of Training Program or Sponsoring Institution

**POLICY:** Reduction/Closure

**DATE EFFECTIVE:** April 20, 2005

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**I. PURPOSE:**

This policy is designed to outline the process which will be followed by Children's National Hospital (CH) and its training programs in the case of reduction in size or closure of a training program or closure of the sponsoring institution.

**II. POLICY SCOPE:**

All Accreditation Council for Graduate Medical Education (ACGME) or Non-ACGME accredited residency and fellowship programs sponsored by CH.

**III. DEFINITIONS:**

*Trainee*

Trainee refers to all interns, residents and fellows participating in ACGME or Non-ACGME accredited training programs sponsored by CH.

*Training Program*


Training program or program refers to an ACGME or Non-ACGME accredited internship, residency or fellowship training program sponsored by CH.

**IV. POLICY:**

1. In the event of a program closure or reduction in size, or the closure of the sponsoring Institution, CH will make every effort to allow Trainees already in the program to complete their education.
2. The Trainees will be notified as early as possible regarding program closure or reduction in size.
3. The GME Office will inform the Graduate Medical Education Committee (GMEC), the Designated Institutional Official (DIO) and the Trainees as soon as possible should the sponsoring institution intend to close.
4. If CH is unable to allow the Trainees to complete the program, every effort will be made in assisting the trainees in enrolling in an ACGME-accredited or Non-ACGME accredited program in which they can continue their graduate medical education.

V. **APPROVAL**

Approved by:



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DIO/Vice Chair, Medical Education

9/9/2020

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Date

VI. **REVIEW OR REVISION DATE**

Approved by the GMEC: April 20, 2005

Modified and Approved by GMEC: May 19, 2010

Modified and Approved by GMEC: January 20, 2017

Modified and Approved by GMEC: March 13, 2019

Modified and Approved by GMEC: September 9, 2020