

	<b>The Johns Hopkins School of Medicine</b>	<i>Policy Number</i>	<b>102</b>
	<b>GRADUATE MEDICAL EDUCATION COMMITTEE POLICY</b>	<i>Effective Date</i>	<b>1/8/04</b>
	<b>RESIDENCY TRAINING PROGRAM</b>	<i>Page</i>	1 of 1
	<b>CLOSURE/REDUCTION POLICY</b>	<i>Supersedes</i>	10/14/98

### **I. PURPOSE**

The purpose of this policy is to protect the residents 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, Associate Dean of Postdoctoral Programs, Vice President for Medical Affairs and the Joint Committee on House Staff and Postdoctoral Programs will a recommendation to close an ACGME accredited training program be made.

Every effort will be made to allow residents 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 where needed in accordance with AAMC recommendations. All residents, as well as the Residency

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 usually be accomplished by decreasing the number of new trainees entering the program. For major reductions, particularly those that may impact trainees in other programs in the institution, the review process for closure will be invoked. The Department Director and Training Program Director, after discussion with the Associate Dean for Postdoctoral Programs, may implement minor reductions in a program without the formal review process. If an immediate reduction is necessary, assistance to the affected resident will be provided. All residents, as well as the Residency 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.

<b>GMEC Approval Date</b>	<b>Chair, GMEC</b>