

<b>Policy Title:</b> Reduction or Closure of the GME Programs and Discontinuing of Major Participating Sites	<b>Policy Number:</b> SOMGME-020
<b>Original Date:</b> 29-10-2024	<b>Next Review Date:</b> 29-10-2027

## I. Purpose of the Policy

The purpose of this policy is to list the reasons for and define the process for the reduction or closure of underperforming Graduate Medical Education (GME) programs at the LAU Gilbert and Rose-Marie Chagoury School of Medicine (hereinafter referred to as the “**GME Programs**”).

As specified in the ACGMEI institutional requirements, the GME Committee (GMEC) must have oversight of reductions and closures, including the oversight of all processes related to the reduction and/or closure of individual programs and discontinuing Major Participating Sites or the Sponsoring Institution.

## II. Policy Scope

This policy applies to the GME Programs at the LAU Gilbert and Rose-Marie Chagoury School of Medicine (the “**School**”) as the Sponsoring Institution and the Major Participating Sites.

## III. Definition

- A. **Sponsoring Institution:** The Lebanese American University, as the organization that assumes ultimate financial and academic responsibility for the GME Programs.
- B. **Major Participating Sites:** Main hospitals providing substantial educational experiences or educational assignments/rotations for residents/fellows. The Major Participating Sites for the Sponsoring Institutions are the LAU Medical Center Rizk Hospital and the LAU Medical Center Saint-John’s Hospital.
- C. **Reduction of a program:** The reduction of resident/fellow complement in any LAU GME Program.

- D. Closure of a GME Program/Discontinuing of a Major Participating Site:** The closure of a program or the discontinuing of a Major Participating Site leading to the interruption of trainee medical education.

#### **IV. Policy Statement**

**A. Circumstances that may lead to reduction or closure of a GME Program:**

1. Failure of a program to show improvement within the specified timeline, as recommended by the GMEC during a Special Review Process (SRP), or if the concerning items cannot be resolved (refer to the [LAU GME Special Review Policy](#)).
2. Recommendation by the Review Committee International due to the program's failure to provide substantial educational experiences to the available number of trainees.
3. Inability to provide adequate patient exposure or supervision for trainees.
4. Failure to comply with ACGMEI institutional and program-specific requirements.
5. Adverse action, including the withdrawal of ACGMEI accreditation status for the program.

**B. Circumstances that may lead to discontinuation of the Sponsoring Institution or Major Participating Sites:**

1. Insufficient financial or educational resources to support adequate training of residents and fellows.
2. Inability to provide adequate patient exposure or adequate supervision to trainees in several GME programs.
3. A closure recommendation by the ACGMEI Review Committee International or Withdrawal of Accreditation status.
4. The closure of the Institution or of a Major Participating Site due to financial instability, decline enrollment, loss of accreditation or official authorization, termination of mission, bankruptcy, force majeure, a disaster situation as referred to in the Disaster and Extreme Situation LAU GME Policy or any other reason that may lead to the legal closure of the Sponsoring Institution or any of the Major Participating Sites.

5. In the event of a substantial disruption in patient care or education, LAU will immediately activate its [Disaster and Extreme Situation Policy](#).

#### C. Procedures:

Recommendation regarding reduction or closure of a program or the discontinuing of Major Participating Sites should be carefully discussed by the Program Director, Department Chair, and the DIO/Assistant Dean for GME. The recommendation is then submitted to the GMEC, and subsequently to the Dean of the School, who will have the final decision on the reduction or discontinuing.

Programs that wish to voluntarily reduce the size of the program must obtain prior approval for the reduction or closure from the DIO before notifying the ACGMEI and the program's trainees. Once the decision is taken as per the procedures described above the Department Chairs in coordination with the DIO can communicate the decision to the Program's trainees and the DIO will communicate with the principles of the Major Participating Sites.

In the event that a program must reduce its size or close due to an Adverse Action by the ACGMEI or involuntary loss of a training site, the Program Director must notify the GMEC, the Designated Institutional Official (DIO), and the program's trainees within 15 days of receiving notification of the involuntary reduction or closure.

Trainees wishing to transfer to other institutions will be assisted and should follow the [LAU GME Transfer Policy](#). The GME Office will provide necessary counseling and administrative support for required documentation and communication with the receiving institutions.

More specifically, LAU will make every effort to help trainees already in the program to complete their education. Reduction of the complement should begin by reducing the number of newly recruited Post Graduate Year 1 (PGY 1)/ fellowship year 1 trainees. However, in the event that urgent reduction or discontinuing of the program/institution is necessary, as described in this policy, the School will assist current trainees in transferring to other institutions within 30 days of notification of the

program's closure by contacting other institutions with similar training programs and expediting the process of providing the trainees with any needed paperwork. Trainees transferring to other programs will continue to receive financial support by continuing to provide them with their remuneration for a period of 1 month (pending relocation).

Any reduction of resident/fellow complement will be implemented without adverse effects on trainees currently in training, especially trainees in their final year of training.

Approved by	Date
GMEC	16-12-2024
Interim review	N/A