

Aga Khan University
Guidelines, Policies and Procedures

Policy Name	Resident Disaster Management Plan Policy
Policy Number	MCEA020422
Approved by	Medical College Faculty Council
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Contact	PGME Academic Office

1.0 Preface

This PGME policy provide guidance on disasters that affect resident education and training.

2.0 Purpose

To provide clear direction on communication on response and use of resources in the event of a disaster.

3.0 Scope

- 3.1 This Policy is applicable to all AKU students enrolled in an undergraduate or graduate certificate, diploma or degree programme, including interns, residents and fellows in the Medical College.
- 3.2 This Policy is aligned with the institutional Disaster Management policy which provides clear direction on communication and use of resources during any disaster event.

4.0 Definitions

- 4.1 The ACGME defines a disaster as an event or set of events causing significant alteration or interruption to the residency learning process. A disaster event would include the following: earthquake, acts of terrorism, political violence etc.

5.0 Procedures

- 5.1 The Designated Institutional Officer (DIO) as well as the Program Directors (PDs) are responsible for ensuring that all procedures outlined below are followed.
- 5.2 Communication is paramount in a disaster. The DIO and Program Directors (PD) current contact information must be updated and maintained in the PGME office. Programs must have their own ways of ensuring that faculty and resident contact information is accurate and updated regularly. This information must be readily available on demand.

- 5.3 All residents and fellows at orientation, and annually, will complete a form that will list contact information and numbers as well as next of kin with updated contact information. All faculty and staff must maintain up-to-date personal contact information at all times.
- 5.4 The DIO and PDs will follow and help facilitate a central point of operations, clearly defined by the institution, from which to manage the disaster response. Please refer to the institution Disaster Management Policy.
- 5.5 Program directors must be able to account for all members of their programs to the PGME Office during a disaster event.
- 5.6 Assessment of gaps in training must be made immediately by the Associate Dean Medical Education, the Dean and other institutional leadership. If training is interrupted for more than one month, arrangements preferably with other programs will be made to ensure that learning for the resident continues. Support from the ACGME will be sought to help in making arrangements for resident deployment into other programs either locally or where possible, internationally. Maintenance of communication will be addressed to help residents maintain connection with their program leaders, faculty and peers.
- 5.7 The DIO will ensure that financial and administrative support of all programs and residents will continue for the duration of the emergency for a limited time.
- 5.8 The DIO will notify the ACGME within 30 days of all structural changes that have been instituted as a result of the disaster. The report will also include anticipated durations for any changes as well as anticipated effects on residents, fellows and their training.
- 5.9 Patients must be cared for during a disaster. Each department will have a protocol outlining resident responsibilities should a disaster occur. Program leadership, faculty and residents are expected to attend to personal and family safety and then render humanitarian assistance where needed. For anticipated disasters, residents who are not designated to be at a clinical site for emergency staffing should prepare to evacuate. Additional resident teams may be needed to stay at the hospital to ensure patient care is maintained. This will be in alignment with the hospital disaster management policy and supervised by the PD. Duty hours and fatigue will be monitored in such situations.

5.10 Residents will follow institutional protocols to ensure that adequate provisions are made for patients before evacuating. Emergency teams will be required to stay and care for patients. The DIO will communicate with ACGME once the disaster event has been resolved or is complete.

6.0 Compliance and Access to the Policy

6.1 The associate Vice-Provost (Student Experience), in collaboration with the academic entity heads shall be responsible for wide dissemination of this policy.

6.2 The Disaster Management Plan Policy will be available on the on the University Website.