

Aga Khan University
Residency Reduction and Closure Policy

Policy Name	Reduction and Closure Policy
Policy Number	MCEA040422
Approved by	Medical College Faculty Council
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Contact	PGME Academic Office

1.0 Preface

1.1 The Dean, in liaison with the Quality Assurance Review Committee are responsible for assuring the quality of all the training programs in the Medical College. On occasion, business, training or related circumstances may require closures and/or reduction in the size of a particular program.

2.0 Purpose

2.1 This Policy is intended to provide oversight and direction when one of the postgraduate accredited programs faces reduction in the number of residents within the program or eventual closure.

3.0 Scope

This policy provides guidelines for program reduction or closure and guidelines designed to ensure successful completion of training for affected residents/fellows, and ensure maintenance of and exemplary educational experience for all enrolled trainees.

4.0 Procedures

4.1 The Dean shall inform the Postgraduate Medical Education Committee(PGMEC), DIO and affected residents or fellows as soon as possible when it intends to reduce the size of, or close one or more accredited training programs. Such intent will be communicated formally to the above bodies at least six months in advance so that appropriate measures can be taken to avoid any adverse effects on the educational objectives and opportunities within the University.

4.2 The PGMEC in conjunction with Department Chairs, Program Directors and other university organs will undertake appropriate efforts to prevent program closure where possible, and avoid the reduction in size of accredited programs

- 4.3** The DIO and other PGME leadership will follow all applicable guidelines regarding program reduction or closure.
- 4.4** All Program Directors must report to the DIO and the PGMEC any proposed plans for a reduction in the size of a training program or the proposed closure of a training program, if it is being driven by the PDs. Such proposed changes will be discussed with the PGMEC regarding the educational impact on that program as well as other associated programs. The PGMEC will weigh the potential benefits of a change in program size against potential liabilities and may request justification and information on the projected impact of the proposed change.
- 4.5** Reduction in the size of existing classes may not be made without the approval of the Associate Dean of Post Graduate Education, the DIO and the Chair of the Department involved.
- 4.6** Any reduction in the number of trainees will be done only after the programme has been redesigned and realigned in order to maintain a high standard of educational experience, which complies approved standards. Program Directors in association with Department Chairs and the PGMEC will ensure that the reduction of resident compliment will not negatively affect the work-life balance of the residents within the program.
- 4.7** Trainees will be notified as soon as possible regarding any decision either to reduce the size of a training program or to close a program.
- 4.8** Any reduction or closure shall include provision for existing trainees to successfully complete their training in another accredited program so that they can continue and complete their training. While the University will endeavor to place the students in a program with similar standards in the event of need to close a program, the University cannot guarantee all residents will be placed in a training program and can assume no financial or civil liability for the continued training of the affected residents due to the limited number of accredited programs in a specific specialty area.
- 4.9** The program director will inform applicants to the program of the reduced number of positions that will be available in the upcoming year at the time of the University's recruitment cycle.