

IDENT	GME35
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	11/16/2023
Date of Next Review	11/16/2026



TITLE: Business Continuity Plan for Information Services (IS) Systems Template

I. ORGANIZATION WIDE INFORMATION

- IS Business Continuity Policy is EPrep00035 located on the [Emergency Preparedness Policies and Procedures Page](#).
- To contact the IS Service Center call (802) 847-1414.

II. PLANNED AND UNPLANNED DOWNTIME & RECOVERY PROCEDURES

Application:	New Innovations
How is the application used:	Web based Residency Management System
Department Locations where the application is used:	Used by residents/fellows, GME program directors and administrators, faculty, and other healthcare providers and staff throughout UVMMC.
Departmental Contact:	GME Director, 847-5162
IS Key Contacts:	N/A
External Support:	New Innovations 330-899-9954
What Paper Forms will be utilized and where are they located?	N/A
Downtime Procedures Actions to Take:	1. GME Director or designee contacts UVMMC IS to confirm outages with the internet. 2. GME Director or designee contacts New Innovations directly to confirm any service outages. 3. GME Director or designee notifies New Innovations users via email application status.
Recovery (return to normal operations) Actions to take:	GME notifies New Innovations users via email that New Innovations is operational.

RELATED POLICIES: EPrep000035 Business Continuity Policy for Information Services (IS)

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