


Name of Policy: GME: Completion Certificates		 Revised date: 11/01/16 Original effective date: 06/01/97	
Policy Number: 3364-86-011-00			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: Director, Graduate Medical Education			
Scope: UT College of Medicine Residents			
	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

POLICY

Completion certificates will be issued to residents/fellows who complete periods of training satisfactorily.

PURPOSE

To provide the resident with verification of satisfactory achievement and time spent in a residency/fellowship program.

To provide evidence that the resident has been discharged of responsibilities to the residency/fellowship program and the institution.

PROCEDURE

1. The resident will be issued a certificate of “successful completion” when he/she has satisfactorily completed a period of training adequate for board eligibility. This certificate may be used to document training for board eligibility.
2. In the case of a preliminary year resident, a certificate of "successful completion" will be issued when he/she satisfactorily completes the requirements of the training program as determined by the Program Director.
3. The resident will be issued a certificate stating "served as" when he/she has performed in a satisfactory manner but did not remain in the program for the duration of time needed to complete board eligibility.
4. No certificate will be issued to a resident whose competency is judged to be unsatisfactory or cannot be determined to be satisfactory at the completion of their residency/fellowship program training, as determined by the Program Director.
5. A resident will be issued a certificate of completion once there is documented evidence submitted to the training program director that the resident has discharged of all his/her responsibilities from both the training program and the participating institutions.

As documentary evidence that the resident has discharged all of his/her responsibilities, the GME Office will issue, through New Innovations, a Completion of Responsibility for sign off by designated officials in various departments at all educational sites to ensure the resident/fellow has submitted and/or completed any required documentation prior to leaving, e.g. Medical Records, Library, Campus Police, Clerkship Office, Residency Office. The individual training program directors may add additional completion signatures to the form as necessary. The completed form will be filed in the training program's residency office.

<p>Approved by:</p> <p><u>/s/ Lori Schuh, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/ Christopher Cooper, M.D.</u> Dean, College of Medicine and Life Sciences</p> <p><i>Review/Revision Completed by: Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <p>Initial effective date: 06/01/97</p> <p>Review/Revision Date: Reviewed 6/99, Reviewed 5/01, Revised 11/02, Revised 11/04, Reviewed 11/7/06, Reviewed 11/02/10, Reviewed 11/06/12, Reviewed 11/04/14, Revised 11/01/16, Reviewed 11/13/18</p> <p>Next review date: 11/2020</p>
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