


<b>Name of Policy:</b> <b>GME: Completion Certificates</b> <b>Policy Number:</b> <b>3364-86-011-00</b> <b>Approving Officer:</b> <b>Dean, College of Medicine and Life Sciences</b> <b>Responsible Agent:</b> <b>DIO (Designated Institutional Official)</b> <b>Scope:</b> <b>UT College of Medicine Residents</b>		 <b>Revised/Reviewed date: 02/01/2022</b> <b>Original effective date: 06/01/97</b>	
	New policy proposal		Minor/technical revision of existing policy
X	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. A certificate of “successful completion” will be issued when the resident has satisfactorily completed a period of training adequate for board eligibility. This certificate may be used to document training for board eligibility.
2. A certificate of “successful completion” will be issued for a preliminary year program when the resident has satisfactorily completed 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. A certificate stating “served as Chief Resident” will be issued when the resident has completed a chief resident year outside of the training program.
5. The certificate will only list the medical degree as issued and stated on the diploma granted by the medical school. No additional credentials will be listed.
6. 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.

7. 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.

<div>Approved by:</div> <div><hr/></div> <div>Chair, Graduate Medical Education Committee</div> <div><hr/></div> <div>Dean, College of Medicine and Life Sciences</div> <div><i>Review/Revision Completed by:</i></div> <div><i>Graduate Medical Education Committee</i></div>	<div>Policies Superseded by This Policy:</div> <div><ul style="list-style-type: none"><li>• None</li></ul></div> <div>Initial effective date: 06/01/97</div> <div>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, Reviewed 11/17/20, Revised 02/01/2022</div> <div>Next review date: 02/2024</div>
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