

Name of Policy: GME: Completion Certificates Policy Number: 3364-86-011-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: DIO (Designated Institutional Official) Scope: UT College of Medicine Residents		 Revised/Reviewed date: 02/01/2022 Original effective date: 06/01/97	
	New policy proposal	X	Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

POLICY

Completion certificates will be issued to residents and ~~fellows~~ who have satisfactorily completed the required periods of training in their residency or fellowship programs ~~satisfactorily~~.

PURPOSE

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

To provide evidence that the resident has fulfilled all ~~been discharged of clinical, academic, and professional~~ 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.~~
- ~~4.3.~~ A certificate stating "served as Chief Resident" will be issued when the resident has completed a chief resident year outside of the training program.
- ~~5.4.~~ The certificate will only list the medical degree as issued and stated on the diploma granted by the medical school. No additional credentials or designations will be included ~~listed~~.

~~6.5.~~ 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.

~~7.6.~~ 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-off~~fulfilled all ~~his/her~~ responsibilities ~~to/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, etc.). The individual training program directors may add additional completion signatures to the form as necessary. –The completed form will be ~~retained~~filed in the training program's residency office as part of the trainee's official record.

Approved by: _____ Chair, Graduate Medical Education Committee _____ Dean, College of Medicine and Life Sciences <i>Review/Revision Completed by:</i> <i>Graduate Medical Education Committee</i>	Policies Superseded by This Policy: • None Initial effective date: 06/01/97 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 Next review date: 02/2024
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