

Certificate of Graduation

Effective: July 1, 2018
Reviewed by GMEC: December 12, 2017
Initial Approval by GMEC: February 20, 2014

Statement

The GME office provides certificates of graduation for all sponsored training programs to formally confirm completion of Internship, Residency, and/or Fellowship training.

Associated Policy(ies)

Patient Safety and Quality Improvement

Responsible Positions (Title)

Residents/Fellows
Program Directors
Program Coordinators
GME Office

Equipment Needed

None

Procedure Steps, Guidelines, Rules, or Reference

1. The GME Office will work with each Clinical Competency Committee to develop a proposed promotion/graduate list for Program Directors' review and verification prior to the designated Spring GMEC meeting, in which promotions and graduation approvals are conducted.
2. The GME Office then sends a list of approved graduate names, specialty, and dates of training to respective Program Coordinators to verify certificate information with each graduating Resident/Fellow. After verification of accuracy by each Resident/Fellow, the approved list is returned to the GME Office, to arrange for certificates to be printed.
3. Programs may not issue certificates to graduates until the following have been received:
 - a. GME Clearance Forms;
 - b. The Resident or Fellow's final summative evaluation;
 - c. Future Practice Plans information from New Innovations;
 - d. Annual PH GME Resident survey;
 - e. Title of Quality Improvement project(s) and/or PH Quality initiatives and date of completion(s)/participation.
4. Programs must submit items a. – e. in Section 3. (above) to the GME Office no later than 15 days after the date of a resident's program completion.
5. Upon receipt of printed certificates, the GME office reviews for accuracy and sends them to the Designated Institutional Official, CEO, Dean, and respective Chairs and Program Directors for signature.
6. Alumni who request replacement certificates are responsible for the cost of replacement.

References

None