



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Documentation of Residency and/or Fellowship Training (Completion Certificate) Policy	GME-230
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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: To ensure that the training completion certificates are accurate and completed centrally by the Office of GME.

Policy: Residents who have satisfactorily completed training requirements (as determined by the respective Program Director, the specialty Medical Board, and the Office of GME) shall be issued a completion certificate. Official medical degree (MD / DO) will be listed; however, any other degree (MBA, MPH, PhD, etc.) will be listed upon request if the resident provides official documentation of the degree from the awarding institution. Such documentation must be submitted at the time the certificate is ordered.

In accordance with University of South Florida Policy 11-009, GME will only allow the use of legal names on certificates (no preferred names). Legal name is defined as: An individual’s name that is usually given at birth and recorded on the birth certificate or name that is listed on any government-issued identification document.

Certificates will be signed by the Senior Vice President, USF Health, and Dean, Morsani College of Medicine, the Chairman of the Department, the Program Director, and the Senior Associate Dean, Graduate Medical Education/DIO. For Internal Medicine/Pediatrics residents, the certificate signature will include both the Chairman of Internal Medicine and the Chairman of Pediatrics.

Certificates will be provided to trainees in ACGME and non-accredited/non-standard programs where:

- The trainee completes the full residency/fellowship required length of training.
- The trainee completes a GME-funded Chief position, or is completing an extra year of training as Chief Resident outside of the normal training program.
- The trainee completes a Surgery or Internal Medicine Prelim position.

In instances when a trainee does not fully complete the training program, a Letter of Verification will be completed and signed by the Program Director and DIO verifying the actual dates of training.

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Responsible Party
GME Office

Procedure

Action

Will request trainee information from the Program Administrator using the appropriate format for certificates (see example below). Legal names, degree, and dates of training are the responsibility of the program. Should the information supplied by the program be incorrect, the program will be charged \$35.00 per certificate for a re-print.

EXAMPLE 1

John B. Smith, MD
Resident in Internal Medicine
July 1, 2012 to June 30, 2013

For subspecialty training, the term "Fellow" will be utilized, along with the name of the respective subspecialty.

EXAMPLE 2

John Q. Physician, DO
Fellow in Complex General Surgical Oncology
August 1, 2016 to July 31, 2018

Program Administrator

Supplies the requested information to the Office of GME on or before May 1st for residents graduating in June/July.

For "off-cycle" Residents, supplies the information to the Office of GME two weeks prior to the last day worked, and verifies an accurate mailing address for the resident.

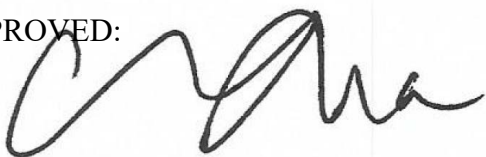
GME Office

Upon receipt of printed certificate, verifies for accuracy and, and forwards to Program Administrator for signatures of the Chairman and Program Director.

Program Administrator

Maintains a final, signed copy of the certificate in the resident file in NEW INNOVATIONS.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
04/2013	04/2013	06/2018; 12/2021	N/A