

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

Title: Documentation of Residency and/or Fellowship Training (Completion Certificate)	No.: GME-230
Effective Date: 4/1/13	Approved: 6/13/18

Scope: Residents and Fellows (hereinafter “Residents”) who have completed a defined training program sponsored by the USF Health Morsani College of Medicine (MCOM).

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

Policy Statement

Residents and/or Fellows (hereinafter “Residents”) who have satisfactorily completed training requirements (as determined by the respective Program Director, the specialty Medical Board, the Office of GME and the ACGME Common Program Requirements) 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.

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.

Procedure

Responsible Party

Action

The GME Office will request trainee information from the Education Coordinator using the appropriate format for certificates (see example below). Correct 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.

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**EXAMPLE: 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: JOHN Q. PHYSICIAN, DO
Fellow in Complex General Surgical Oncology
August 1, 2016 to July 31, 2018**

The Education Coordinator 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.

The Office of GME, upon receipt of printed certificate, verifies for accuracy and, and forwards to Education Coordinator for signatures of the Chairman and Program Director. The Education Coordinator maintains a final, signed copy of the certificate in the resident file in NEW INNOVATIONS.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

c:p&p\GME-230 Completion Certificates

REVIEWED, REVISED, REISSUED June 13 2018