

GME Policy #: I-F	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 1 of 2 Effective: 06-18-08
	Subject: Completion of Training and Final Verification	

POLICY

The Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) Graduate Medical Education (GME) trainees will receive summative performance evaluations that will include a review of the trainee's performance during the final period of training, at the time of completion of their training programs. The summative evaluation will certify whether the trainee has demonstrated sufficient professional ability to practice competently and independently. The final evaluation will be part of the trainee's permanent record maintained by PAH. See GME Policy #II-L House Staff Evaluation and Promotion.

All program directors will complete a PAH verification of training form for each trainee leaving their training program regardless of reason.

PURPOSE

The purpose of the verification of final evaluation and completion of training is to enable compliance with the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements.

SCOPE


This policy applies to all ACGME accredited programs sponsored by PAH.

IMPLEMENTATION

The implementation of this policy is the responsibility of the Designated Institutional Official (DIO), Graduate Medical Education Committee (GMEC), Program Directors and the Office of GME staff.

PROCEDURE


- Each Program Director will ensure that the following is completed at the time of separation from training from PAH:
 - A final, summative evaluation that includes a performance assessment that clearly details the trainee's ability to practice competently and independently.
 - A PAH verification of training form to be used for future requests for verification of training.
- Summative evaluations will become a permanent part of the trainee's record maintained by the program's department.

Supersedes:	
	Issued by: R. Michael Buckley, MD Designated Institutional Official

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3. Verification of training forms will become a permanent part of the trainee's record maintained by the program's department and the Office of GME.

4. All requests for verification of credentials must be accompanied by a signed release from the former trainee. There will be no charge by either the institution or departments for sending the standard PAH verification of training form. Departments may charge a fee for the completion of additional forms.

Supersedes:	
	Issued by: R. Michael Buckley, MD Designated Institutional Official