Section 4	Program Policies & Procedures	Effective:	September 2016		
		Revised:	June 2019 October 2019		
Policy 4.3.2	Process for Documentation of Residents Departing from GME Programs at a Non- Standard Time	Responsibility:	Designated Institutional Official		
Process for Documentation of Residents Departing from GME Programs at a Non-Standard Time					
Purpose	When a resident leaves a position in a UTHSCSA-sponsored GME program at a non-standard time (defined as other than the anticipated completion date), the GME Office and DIO must be included in the process.				
Policy	 On occasion a resident leaves a GME program at a non-standard time – examples include: transfer to another program either within the institution or at another institution dismissal from the program resignation other. 				
	When it is anticipated that a resident will depart from his/her GME program at a non-standard time, the program must notify the GME Office as soon as possible.				
	If the reason for anticipated non-standard departure of a resident is related to a potential appeal (e.g., dismissal), due process requires that the resident retain means of communication (e.g., UTHSCSA email, any pager) pending final resolution of the appeal process.				
	The customary clearance form is on the GME website. In addition, the following checklist must be completed.				

Departing Resident Form

	Applicant Name:Program	
\checkmark	Items	Comments
	Program Director reviews resident's training file, identifies any deficient areas of documentation, and completes them.	
	Program Director develops resident's Final Summative Letter (GME Policy 3.2 and form 3.2.2 Resignation, 3.2.3 Dismissal, 3.2.4 Transfer)	
	Notifications: Texas Medical Board Office of International Services (if applicable) Appropriate ABMS Board	
	If the resident will be seeking another GME position, obtain a signed release by the resident authorizing the Program Director (and/or others) to speak to particular individual(s) who may contact the GME program for references.	
	Packet reviewed by DIO/designee and signed off	
	Remaining items are on the clearance form.	