



**Departing Resident Form**

<input checked="" type="checkbox"/>	<b>Applicant Name:</b> _____ <b>Program</b> _____ <b>Items</b>	<b>Comments</b>
	Program Director reviews <b>resident's training file</b> , identifies any deficient areas of documentation, and completes them.	
	Program Director develops resident's <b>Final Summative Letter</b> (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.	