



Graduation Certificate of Training Policy and Procedure

Purpose

Graduation certificates for completion of a defined training experience in an accredited residency or fellowship program is centralized through the UA BUMC-P Graduate Medical Education (GME) Office. There are different types of certificates, including graduation certifications, completion of preliminary training years, and chief resident certificates. The purpose of this centralized process is to ensure important operational and reporting requirements are met, including:

1. Verification that a resident/fellow has successfully completed the training program or a defined training pathway (e.g., preliminary training)
2. Authority of certificate signatories, and accuracy of training dates and degree(s) awarded.
3. Consistency of the UA brand
4. Prevention of unauthorized use of the Dean's and Associate Dean's signature.
5. Centralization of the cost to generate certificates.

Certificates will be provided to GME trainees in ACGME and accredited programs where:

- The trainee completes the full residency/fellowship required length of training.
- The trainee completes an OMFS, Surgery or Internal Medicine Prelim position.

Procedure

Residents/Fellows who successfully complete the requirements for their training program must receive a certificate of completion. The graduation certificate is awarded after they have completed all program requirements and checkout items by the program and GME.

- Program Name: Name of program on certificate will reflect the official name of the program.
- Dates: Dates will reflect the program start and end date for the resident/fellow in the program. If there is an extension in training (e.g., due to leave, remediation) the end date will reflect the amended end date in the program.

Signatories: Certificates will include the electronic signatures of the Program Director, Department Chair, Associate Dean for GME, and the Dean. Additional signatories cannot be accommodated

The GME office places all GME UA COMP certificates orders. Anyone other than the GME office is not permitted to submit UA COMP training certificates. Programs are responsible for submitting accurate information and reviewing the draft certificates generated by PRISMA for any corrections or changes.



Graduate Medical Education

1. GME will populate the Exiting House Staff List excel annually in January from New Innovations reports.
2. GME will distribute the completed Exiting House Staff List excel to program administrators to review at the beginning of February.
 - a. Program administrators must review and confirm that the following information is accurate for each of your graduates and submit all requested changes to GME by the end February:
 - i. Last Name - Legal last name
 - ii. First Name - Legal first name
 - iii. Middle Name - Legal middle name (optional)
 - iv. Degree – MD/DO/DDS/DMD/MBBS
 1. Please note that MD may not replace MBBS
 2. Other degrees (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 with the certificate order form.
 - v. Start Date - Start date of Program
 - vi. Finish Date - End date of Program (6/30/20XX) (if house staff is extending their training, the end date will reflect the amended end date in the program.)
 - vii. Program – Official program name as per your accreditation
 - viii. Type – (Residency/Fellowship/Internship)
 - ix. COM Dean – current (GME provides signature)
 - x. Associate Dean – current (GME provides signature)
 - xi. Program Director – current (Including proper credentials for director; Program Administrator provides official signature; please do not auto generate)
 - xii. Department Chair – current (GME provides signature)
3. GME will review the suggested edits from program administrators; once the edits are approved the changes will be made to the master Exiting House Staff List excel and returned to the program administrators for a second review the middle of March.
4. Program administrators will review the final master Certificate Merge Template for possible additional edits and have each of your house staff sign-off on the spelling of their legal name, credentials and start and end date of the program by the end of March. Please note, other degrees (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 with the certificate order form.
 - a. All requested changes must to be submitted to GME by the end of April
5. Certificate proofs will be emailed to the Program Administrator for review, they will have 3 business days to review and submit any changes needed.
6. The final certificates will be issued to the GME Office.
 - a. Program administrators will pick up the certificates from GME once the Program Administrator checks out their exiting house staff and the GME office verifies all check-out items have been completed.
7. PRISMA will upload all electronic certificates to a secure online box. GME will upload certificate files into the individual resident/fellow's New Innovations personnel file.



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Costs: The GME Office will pay for one, initial certificate for each resident/fellow participating in a training program. If a program requests changes to a certificate after the order has been placed, the program will be responsible for paying for the new certificate.

Replacement Certificates: Residents/Fellows may request a replacement certificate at their own expense.

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