



Regional Academic Affairs

TITLE: Completion Certificates

POLICY NUMBER: S-13

DEPARTMENT: Graduate Medical Education

Effective Date: 07/01

Revised: 08/24

Reviewed: 08/24

Date of next Review: 08/26

POLICY:

Completion certificates will be issued to residents/fellows (“resident(s)”) whom complete periods of training satisfactorily.

PURPOSE:

To provide the resident with verification of satisfactory achievement and time spent in a residency/fellowship program.

PROCEDURE:

1. The resident will be issued a certificate of “successful completion” when he/she has satisfactorily completed all training program requirements as determined by the Program Director in conjunction with the recommendation from the Clinical Competency Committee (“CCC”). This certificate shall include the starting and completion dates of the program, name of the training institution and program director. This certificate may be used to document training for board eligibility.
2. The resident/fellow will be issued a Final Evaluation when he/she has performed in a satisfactory manner but not remained in the program for the duration of time needed to complete program. The Final Evaluation will include information on rotations credited while active in the program in addition to the level of competencies attained while in training and other applicable information related to the resident’s training performance.
3. No certificate will be issued to a resident whose competency is judged to be unsatisfactory at the end of the residency/fellowship program training, as determined by the Program Director in conjunction with the recommendation from the CCC. A Final Evaluation will be completed and include information on rotations credited while active in the program in addition to the level of competencies attained while in training and other applicable information related to the resident’s training performance.
4. Certificates shall be signed by representatives from the training institution.
5. The program will hold certificates until all program requirements/obligations have been met (i.e. medical records, logs, evaluations etc.).

Completion certificate copies will be held in resident files within each program.

Approved by:

A handwritten signature in blue ink, appearing to read "R. Schlievert", written over a horizontal line.

Randall Schlievert, MD
VP, Academic Affairs, Mercy Health - Toledo
DIO, Mercy Health - St. Vincent Medical Center