

PROCEDURE GME36

Subject:
GRADUATION CERTIFICATES

Effective Date:
JULY 2019

Applies to:
HOUSTON METHODIST HOSPITAL SYSTEM -
GME PROGRAMS

Date Revised:
OCTOBER 2022

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
OCTOBER 2025

I. GENERAL STATEMENT

The generation of certificates of training for graduation from or completion of a Houston Methodist ACGME or GMEC approved training experience in a residency or fellowship program is centralized through the GME Office. The purpose of this centralized process is to ensure that several important operational and reporting requirements are met, including:

1. Verification that the trainee 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, if any (e.g., MD may not replace MBBS).
3. Consistency of the Houston Methodist GME brand on official institutional documents.
4. Prevention of unauthorized use of the CEO's signature.
5. Centralization of the cost to generate certificates.

II. PROCEDURE

- A. **Eligibility:** Trainees who successfully complete the required training for their GME training program will receive an official certificate of completion upon graduation.

Several types of certificates are available, including graduation, completion of preliminary training years, and chief resident certificates. Certificates will not be provided for partial training. At the discretion of the GME Office, a letter indicating number of partial months or years may be provided to a trainee who has not completed a full Program of GME.

- B. The dates on the certificate must correspond to the start and end dates as reflected on each individual trainee's Agreement of Appointment, and any amendments thereto. If a trainee was on a leave of absence that extended his/her training, the actual end date will be reflected on the certificate, however the number of months will reflect the official accredited length of the program.

Programs are not authorized to generate their own certificates.

- C. Signatures: The GME Office will coordinate the signing of all certificates and the signatories will reflect program and institutional leadership at the time of graduation. Certificates will include at a minimum the signatures of the Program Director, Designated Institutional Official, and the CEO. Department/Division Chair may be added at the Program's request. Due to space limitations, no additional signatories will be included.

The GME office will provide the certificates to the Program Coordinators in order to have Program Directors and Department Chairs sign the certificate. The GME office will coordinate the DIO and CEO signatures.

- D. Certificate Information: Programs are responsible for reviewing the initial drafts of the certificates, and confirming the certificates dates, program signatures as well as how each trainee's name will appear on the certificate and submitting any changes to the GME office.

Names must match information on file in the GME Office. Medical degrees must correspond to the medical degree listed on the trainee's medical school diploma.

Changes made to printed certificates after sign-off by program will incur a reprint fee based on costs charged by vendor/printer.

- E. Certificates will be released to either the resident or Program upon completion of the following:
- a. Verification that duty hour entries are up-to-date
 - b. Final summative evaluation is on file in the GME Office
 - c. Change of address form has been submitted to the GME Office.

- F. Replacement Certificates: In the event that a certificate is lost or damaged, or a trainee legally changes his/her name, a replacement certificate may be requested by submitting the Certificate Re-order form available from the GME Office. All replacement certificates will be issued at the expense of the trainee. The signatories will reflect program and institutional leadership at the time the certificate is reprinted. The cost for reprinting a replacement certificate is \$50.00.

- G. The GME Office will retain a copy of all certificates.

III. COMMITTEE REVIEWING OR APPROVING PROCEDURE

1. Graduate Medical Education Committee [11 July 2019] [14 December 2022]