

PROCEDURE GME 40

Subject:
GME TRAINING RECORD RETENTION

EFFECTIVE DATE:
December 2022

Applies to:
HOUSTON METHODIST HOSPITAL SYSTEM—GME

Date Revised:

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
December 2025

I. GENERAL STATEMENT

Records documenting resident performance must be maintained accurately. The records must also be current and in accordance with Accreditation Council for Graduate Medical Education (ACGME) and relevant Residency Review Committee (RRC) regulations. The GMEC assures compliance via its oversight function.

II. SCOPE

This Policy applies to all ACGME accredited and non-ACGME accredited post-graduate training programs sponsored by Houston Methodist Hospital System.

III. DEFINITIONS

Resident refers to all interns, residents, and fellows participating in HMH postgraduate training programs.

IV. RECORD RETENTION

- A.** Residency Files: Each residency or fellowship program must permanently maintain in the residency management system (New Innovations) resident personnel files (graduates and non-graduates) that include, at a minimum, if applicable:

Type of Record	Retention Period
ERAS (Electronic Residency Application Service) Application or equivalent	Permanent
Copy of the medical school diploma	Permanent
In-training exam scores	Permanent
Semi-annual milestone evaluations, if applicable	Permanent
Final written evaluation by the Program Director	Permanent
Documentation of any adverse action, such as probation, dismissal, or nonrenewal of contract	Permanent
Copy of the graduation diploma	Permanent
Copy of post-graduate training certificate, if applicable	Permanent
ECFMG documentation, if applicable	Permanent
Copy of annual resident contracts	Permanent

Verification of current TX Training Permit or any Permanent License	Permanent
Semi-annual written evaluations by the Program Director	Permanent
Final procedural or case logs	Permanent
Resident Transfer Documentation <i>(if applicable)</i> At a minimum, <ul style="list-style-type: none"> • Program Director Letter of Release • Summative, competency-based performance evaluation • Previous Educational experiences • Milestone evaluations, upon matriculation • Other documents per RRC program requirements 	Permanent

*Retained documents will become a part of the Houston Methodist employee file. These documents are used for verification purposes only; information will not be shared with outside entities, unless authorized by the resident via a signed authorization release.

**Remediation documents will not be distributed.

Special Circumstances

The entire file should be kept for residents who do not complete the program or who are not recommended for board certification. In addition, in the event of a litigation hold, no files may be destroyed regardless of the disposal schedule until notification has been received that the case has been resolved.

- B.** Document verification of program completion for all program graduates within 30 days of graduation.
- C.** Provide verification of program completion on resident's request within 30 days.
- D.** ACGME requires that the program and institution only retain a permanent record of individuals who have been accepted into the program.

Records of Unsuccessful Applicants: Records of Applicants who did not match, were not accepted, withdrew from consideration, or were not interviewed will be retained by the program for 1 year + 1 day after match has ended and final candidates have matched/accepted for the academic year being filled.

- **ERAS Users:** ERAS automatically maintains application records in an archive accessible through the ERAS website. No additional retention of application materials is necessary.
- **Other Application Processes:** Programs are responsible for maintaining application records in paper or department network drives.

Paper or Electronic	Minimum Retention Period
ERAS Application	Unmatched Applicants 2 years after match or final date of selection of candidates (e.g., application or interview for 2020 match – can be destroyed after the 2022 match)
Interview documents Interview evaluation form Signed disclosure forms	Unmatched Applicants 2 years after match or final date of selection of candidates
ERAS Application to include: Medical/Dental School Transcript (verified by Program Director) Clinical Clerkship records Documentation of prior Post-Graduate Experience, credentialing documentation (as applicable), and summative evaluation(s) College Diploma/Transcript for MD Degree or equivalent (recommended)	Program responsibility to maintain while active in training.

V. COMMITTEE REVIEWING OR APPROVING PROCEDURE:

1. Graduate Medical Education Committee [14 December 2022]