

RESIDENT HANDBOOK

SECTION III: TRAINING ENVIRONMENT

CHECKOUT POLICY

PURPOSE

The purpose of this policy is to provide an outline of the responsibilities of residents/fellows at the conclusion of their training programs, including the conclusion of a preliminary year.

POLICY

All residents/fellows who leave their training programs are responsible for checking out through their programs and the hospitals in which they rotate. Some of the requirements may be specific to the individual hospitals and will be attached to the main form to be submitted.

PROCEDURE

Checkout includes the following:

- I. Completion of all medical records at each hospital in our affiliated system where the resident has rotated during his/her training. Each medical record department must sign off indicating completion of the medical records at that hospital which are the resident's responsibility. The checkout form will have specific hospitals listed depending on the individual program. This step is required for **all** residents/fellows.
- II. Return of all hospital pagers to the respective hospital from where pagers were provided. Pager return will be initialed on the checkout form by the individual in the pager office.
- III. Return of all library materials to the respective libraries – the School of Medicine Library in the Medical Education Building or from any other library from which materials have been borrowed.
- IV. Return of all items provided by the program such as library fobs, marlock cards, keys, Kirk Kerkorian School of Medicine badges and/or Rebel cards, hospital badges, Honeywell cards, etc. to the residency/fellowship coordinator. A place on the checkout list will be included.
- V. Completion of all required forms, evaluations, surveys, etc.
- VI. The checkout form must be completed – including a forwarding address – and submitted to the program coordinator as a final step prior to releasing a certificate of completion. Final lists of completed checkout forms will be submitted to the Graduate Medical Education office.

Certificates or letters indicating completion of training will not be released to the resident/fellow or any staff privileges or state medical licensure until checkout procedure is complete. Letters may be sent indicating anticipated completion, but no letters confirming completion may be sent.

Approved by the Graduate Medical Education Committee (GMEC) April 2017