

# **UNIVERSITY HEALTH CARE** **HOSPITALS AND CLINICS**

## **GRADUATE MEDICAL EDUCATION**

### **HOUSESTAFF POLICIES AND PROCEDURES**

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#### **CHECKOUT PROCEDURE**

Section 6 No. 1 Rev. 6

Review Date: August 2006

Revision Date: July 2008

Chapter: Completion of Training

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#### **I. PURPOSE:**

To outline the responsibilities of housestaff regarding leaving the training program.

#### **II. POLICY:**

All houseofficers who leave the training programs are responsible for checking out through the Graduate Medical Education Office.

#### **III. PROCEDURE:**

Checkout includes:

1. Completion of all medical records at each hospital in the affiliated system where the houseofficer has rotated during his or her training program. Each medical record department must sign off indicating completion of the medical records in that hospital that are the houseofficer's responsibility. The check-out form designates which medical records departments must sign off according to the training program.  
**This step is required for residents who are going on to become faculty here at the University of Utah Hospital.**
2. Return of all books, cassettes, and other materials to the Eccles Health Sciences Library, as well as any of the other hospital libraries. The Eccles Health Sciences Library must sign off on the check out form to indicate compliance.
3. Return of all Hospital pagers to the Office of Graduate Medical Education and the return of all department pagers to the department. Pediatrics residents are to return pagers to Primary Childrens Hospital or to the department office. Pager return must be initialed on check-out form. Any houseofficer accepting a faculty position at the University and wishing to keep the same pager must provide the GME Office with a campus order transferring payment for that pager to the department in which he/she will be faculty.
4. Department signature indicating return of department keys, books, etc.
5. Return of GME mailbox keys (Internal Medicine and General Surgery only).
6. Return of University ID Card, unless going on to a faculty position at the University of Utah. Those going on to a faculty position will need to obtain a new card at the ID Bureau.
7. Return of University long distance access card.
8. The Check-Out Form must be completed (including a forwarding address) and turned in

to the Office of Graduate Medical Education as a final step before a certificate of completion can be released.

Certificates or letters indicating completion of training will not be released to the houseofficer or any hospital for staff privileges or any state for medical licensure until checkout procedure is complete. Letters may be sent indicating anticipated completion, but no letters confirming completion. Upon completion of the checkout form, houseofficer will be given original immunization records that were submitted to the GME Office at the beginning of employment.

All Affiliated Hospitals will cooperate in this effort. During the month of May, the GME Office will send a list of terminating houseofficers to each hospital, each hospital health information department, medical library and pharmacy. Each hospital in turn will provide the GME Office with the names of residents and fellows who have not yet complied with the requirements. Housestaff will not be allowed to check out until the GME office has received a call from the institution removing the name from the delinquent list or a signature is provided on the Checkout Form.

**Approval body:** Graduate Medical Education Committee

**Approval date:** 4/04

**Policy Owner:** Graduate Medical Education

**Historical Information:**

Review dates: 4/05, 3/06, 8/06

Revision dates: 2/93, 5/97, 2/00, 4/04, 7/06

Approval dates: August 1985