POLICY: CHECKOUT PROCEDURE
Policy Number: 13.2
Chapter: GME Office Responsibilities

Purpose:
To outline the responsibilities of trainees regarding leaving the training program.

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

Procedure:
Checkout includes these steps:

A. Completion of all medical records at each hospital in the affiliated system where the trainee has rotated during his or her training program. GME will obtain clearance on behalf of the trainee for each department specific location.

B. Return of all books, cassettes, and other materials to the Eccles Health Sciences Library, as well as any of the other hospital libraries.

C. Completion of Exit checklist in MedHub. The Exit checklist provides GME with trainee forwarding information, as well as providing informational off-boarding details to the trainees.

D. Return of all Hospital pagers to the Office of Graduate Medical Education and the return of all department pagers to the department. Trainees being hired as faculty that are interested in keeping their pager must have their program manager/coordinator provide the GME Office with a chartfield to transfer payment to the department in which he/she will be faculty. The program manager/coordinator...
will provide GME this chartfield in the trainees Exit Checklist in MedHub.

E. Department clearance indicating all departmental off-boarding requirements have been met. The program manager/connector will provide this clearance to GME in the MedHub Exit checklist.

F. Return of University ID badge, unless going on to a faculty position at University of Utah Health. Those going on to a faculty position will need to obtain a faculty badge at the UCard office. Trainees will also be required to turn in all other badges at GME (this includes badges from ARUP, Primary Children’s, Intermountain Medical Center, VA badge and PIV card, etc.)

Certificates or letters indicating completion of training will not be released to the trainee, 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.