GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: Transition of Graduating GME Trainees to UUH Faculty
Policy Number 13.7
Chapter: GME Office Responsibilities

Purpose: To outline the GME Office’s role and responsibilities for graduating trainees who will be retained as faculty at University of Utah Health (UUH) Affiliated Hospitals after training completion.

Policy:
1. Departments hiring trainees to fill faculty positions will be responsible for ensuring continuation of employment status and benefits after the completion of GME training.

2. The Office of Graduate Medical Education will not retain graduates in a trainee role in anticipation of such an appointment.

3. Hiring departments must submit a transfer request to Human Resources effective the day following the trainee’s GME graduation date.
   a. In cases of a delay between the graduation date and an appointment date for further employment, departments must notify Human Resources beforehand to update the employment status to “Short Work Break” effective the day following the GME graduation date.
   b. Departments are then responsible to make arrangements with the trainee and Human Resources to pay, or have the trainee pay, the cost of any employee benefits during this time.

Procedure:
GME will instruct departments to contact their Human Resources representative to appropriately designate trainees who are transitioning from GME training to other UUH employment. GME will not retain graduated trainees as GME employees with or without compensation, excepting those that have been assigned to an unpaid ‘Short Work Break’ period by HR.