

GME Exit Clearance Policy

All trainees are required to complete the exit clearance process upon the conclusion of their training, whether due to program completion, nonrenewal, resignation, or termination. The GME Office will provide detailed instructions and deadlines as the trainee's separation date approaches. The exit clearance requirements are outlined below.

Exit Clearance Documentation

Approximately two weeks prior to a trainee's final day, the GME Office will distribute the required exit clearance documents. Trainees must obtain electronic clearance from all hospitals where they have completed rotations, as well as a handwritten signature from their Program Director or Program Coordinator. Completed forms must be submitted to the GME Office. Trainees who have rotated through the VA must also complete the separate exit requirements mandated by that hospital. In addition to obtaining hospital and program clearances, trainees are responsible for updating their NPI information and future mailing address in DASH.

Upon receipt and verification of all required documentation, the GME Office will issue the trainee's program completion certificate, if applicable (GME Policy 530). Failure to satisfactorily complete the exit clearance process may result in delays or denial in certificate issuance, a lower professionalism rating on the professionalism competency on the final evaluation, or notation of the incomplete clearance on the final evaluation or future training verifications.

Final Working Day Requirements

All University employees are expected to remain actively employed and fulfill their responsibilities through their final day on payroll. Trainees who anticipate departing prior to their scheduled end date are strongly encouraged to reserve sufficient annual leave to cover any approved absence.

Approximately one month before a trainee's final day, a Program Director Attestation will be distributed to confirm whether any trainees have requested early departure, whether such requests have been approved, and whether adequate annual leave is available to maintain payroll status.

Trainees approved for an early departure who do not have sufficient annual leave will be placed on leave without pay for the applicable period. Early departure from a training program requires approval from the Program Director; however, trainees may not receive compensation for time not worked unless covered by accrued annual leave. Program Directors are not authorized to provide additional paid time off beyond the trainee's earned leave balance. Additionally, Program Directors are not authorized to approve a trainee for any remote work to include remote work for their final rotation.