Graduate Education Verification
Effective from 7/27/09

PURPOSE
To set procedure protocol on how to respond to resident education verification requests.

PERSONS INVOLVED
Surgical Education Staff, Associate Program Director and Program Director.

PROCEDURES
The General Surgery Residency Program keeps a limited database on residents once they separate from the program. Surgical Education Staff will assist the program director in processing a verification letter for each verification request to the inquiring institution including:

a. the name of the graduate in question
b. academic status (such as, in good standing)
c. indicate that they graduated from an ACGME accredited general surgery program
d. indicate the date they completed an internship or residency in our program
e. indicate if there was any disciplinary action taken or if hospital privileges were curtailed
f. indicate if they successfully finished training

Files that need to be requested from archives will be processed within two weeks from the time that Surgical Education receives the request. All other requests shall be processed within one week from the date Surgical Education receives the request.