

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Policy

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| TITLE: | Early Release From Clinical & Educational Duties Policy |
| PURPOSE: | To establish a process that allows the early release for residents and fellows before their contractual agreement end date. |
| REVIEW: | This policy will be reviewed every two years by the Graduate Medical Education Committee (GMEC). |
| DEFINITION: | Early Release is defined as trainees being released from clinical and educational duties prior to their designated contractual end of training date. |
| POLICY STATEMENT: | Program Directors have the responsibility and authority for approving the residents'/fellows' early release and departure from the training program. The trainee's GME Resident/Fellow Agreement of Appointment (Contract) end of training date will remain the same. |

Each program is responsible for completing an Early Release Form, which includes a letter from each trainee signed by both the Program Director and the Resident/Fellow. The letter for each trainee will include the following:

1. Trainee is in good standing per TTUHSCEP, GME, and training program's policies and requirements.
2. Both parties are in agreement with this early departure.
3. All TTUHSCEP and training program policies and requirements have been fulfilled.
4. All ACGME, American Board of Medical Specialties, or other accreditation body requirements have been fulfilled.
5. The Immigration Office has been notified and all immigration requirements have been met prior to departure – *if applicable*.
6. All clinical / patient care duties and responsibilities have been completed (i.e.: any pending documentation, medical records, etc...) have been met prior to departure.

7. If the trainee is completing a one-month rotation *away from TTUHSCEP*, the letter must reaffirm that Trainee is still contractually obligated to the terms and conditions of their TTUHSCEP Contract and is still required to meet all program and contractual obligations through their designated end date.
8. The Program Director will allow the Trainee to perform his/her Exit Clearance process during the last day on campus without being assigned to any other duties or responsibilities.
9. If Trainee cannot perform his/her Exit Clearance process during their last day on campus, then it is the Program Director's/Program Coordinator's responsibility to complete exit clearance.
10. Each trainee should meet all GME Exit Clearance Requirements by departure date.
11. A Certificate of Completion or a Letter of Credit will not be issued until all above requirements are met.