

**UNIVERSITY OF FLORIDA HEALTH SCIENCE CENTER/JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/1/22	<b>Subject:</b>  <b>Clearance Policy and Procedure</b>	<b>Page 1 of 1</b>
<b>Approved by:</b> GMEC		<b>Revised Date:</b> 05/19/10; 2/11/11; 8/5/14; 7/27/17; 10/6/21; 10/20/22
<b>Effective Date:</b> 6/6/1998		<b>Reviewed Date:</b> 6/2/17

Policy: The termination instruction file provides program coordinators with the information needed to process a resident/fellow/PDA termination. Coordinators begin the process at least two weeks before the trainee’s final day on campus.

The resident will complete the actions requested on the Term Datasheet and confirm completion with their initials, return the completed form(s) to the program coordinator with all University property. To release the graduation/completion certificate, the *Terminating Resident Checklist* will be provided to the OEA, along with the final summative evaluation before the graduation certificate can be released. All certificates will be given to the program coordinator. Coordinators are responsible to deliver the certificate to the trainee.

The Program Coordinator will initiate contact with the departments listed on the termination instruction file via e-mail and request clearance. The memo below may be used as a template. The Clearance Process must be completed before the certificate is released and no later than June 30<sup>th</sup>.

Attending Staff Loans:

- any outstanding loans must be repaid in full.

Library:

- any library loan fee or fine must be paid in full.

Institutional Review Board:

- Outstanding/incomplete research studies

Medical Records/HIM for both UF Health Jacksonville and Baptist Medical Center:

- all medical record dictations, both inpatient and ambulatory, must be completed one week before the trainee’s final day on campus
- trainees must forward their EPIC inbox to the new chief resident or program designee
- UF Health Medical Records will also notify the Program Director if there are medical records pending
- coordinators will submit an IT ticket the day after the trainees final day on campus, as requested by IT

Prescription Pads:

- Rx pads will be destroyed or turned into Pharmacy. Residents will sign a statement to that effect on the Clearance Form.

<b>SAMPLE Memo</b>	
Date	{DATE}
To:	{individuals on the instruction list}
From:	Program Coordinator, XXX Program
Re:	Clearance for Residents/Fellows
Attached is a list of terminating residents for your review. I would ask that you identify those residents with outstanding obligations and return this information to my office no later than {DATE}. I appreciate your response	