

Graduate Medical Education Policy	Record Retention
Facility/Sponsor	CMC/GMEC
Policy Origin Date	March 2007
Revision Date	October 2022

PURPOSE

Records documenting resident performance must be maintained accurately. The records must also be current and in accordance with the Accreditation Council for Graduate Medical Education (ACGME) and relevant Residency Review Committee (RRC) regulations, or with Commission on Dental Accreditation (CODA) or Council on Podiatric Medicine (CPME) standards as necessary. The GMEC assures compliance via its oversight function.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Resident refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

PROCEDURE

1. Residency Files:
 - a. Each residency or fellowship must permanently maintain manually, electronically, or in the residency management system (MedHub) resident personnel files that include, at a minimum, if applicable:
 - i. Application ERAS file
 - ii. ECFMG documentation
 - iii. Copy of the medical school diploma
 - iv. Copy of annual resident contracts
 - v. In-training exam scores
 - vi. Annual verification of current VA Training and any Permanent License
 - vii. Semi-annual milestone evaluations
 - viii. Semi-annual written evaluations by the Program Director
 - ix. Final written evaluation by the Program Director
 - x. Final milestone evaluations
 - xi. Final procedure or case logs
 - xii. Documentation of any adverse action, such as probation, dismissal, or non-renewal of contract
 - xiii. Verification request information release
 - xiv. Copy of the graduation diploma
2. Document verification of program completion for all program graduates within 30 days of graduation.
3. Provide verification of program completion on resident's request within 30 days.
4. ACGME, CODA, and CPME require that the program and institution only retain a permanent record of individuals who have been accepted into the program. Individual program requirements may vary on policies regarding the retention of information on applications not chosen by the program.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel P. Harrington, MD	GMEC	March 2007
Daniel P. Harrington, MD	GMEC	January 1, 2012
Donald W. Kees, MD	GMEC	September 15, 2015
Donald W. Kees, MD	GMEC	October 16, 2018
Donald W. Kees, MD	GMEC	July 16, 2019
Arthur Ollendorff, MD	GMEC	October 18, 2022