

Policy on Trainee File Requirements and Retention

Effective 07/08/2016

Reaffirmed by GMEC 11/10/2023

Trainee files may be contained in an electronic system (e.g. New Innovations) or in a combination of paper and electronic records. These records must be available for review.

Each trainee's file should contain the following:

1. Photo of Trainee
2. Application
3. Curriculum Vitae (CV)
4. Exam Scores
5. Scan of Medical School Diploma
6. Letter of Agreement (LOA)
7. Licenses / Certifications
8. Evaluations
 - a. Evaluations of Trainee by Faculty Member
 - b. Multi-source Evaluations of Trainee
 - c. Semi-Annual
 - d. Summative
 - e. Final
9. Scholarly Activity
10. Procedure Logs
11. Clinical Experience and Education Hours
12. Rotation Schedules
13. Independent Learning Plans
14. Letters of Standing (if applicable)
15. ECFMG Certification (if applicable)
16. Letter of Warning (if applicable)
17. Disciplinary Action (if applicable)
18. Transfer Documentation (if applicable)

Trainee File Guidelines

Programs must have access to trainee documentation as listed above. If using physical files, these must be clearly labeled with trainee name and years in the program (e.g. John Smith: 2023-2024).

Graduation and Retention

Trainee files must be maintained for at least seven (7) years after program completion or separation. In addition to the above file requirements, the following should also be included:

- Copy of certificate of completion
- Copies of completed verification request(s)
- Copy of final procedure log (if applicable)
- Any documents the Program Director deems viable for future reference
- Forwarding address and email (if available)

We encourage programs to scan these documents and upload them to each respective graduated trainee's profile in New Innovations under their "Files & Notes" tab.