

GRADUATION/TRANSITIONING FORM FAQ's

The graduating and transitioning form must be completed on behalf of all graduating and transitioning residents and fellows.

1. What does MMCGME use the data from the Graduation/Transition form for?

- UMN Graduate Medical Education Annual Report, ACGME institutional requirements
- Accurate IRIS and billing or FTE's
- Workforce supply
- Integrity of the RMS record
- UMN registrar record, used by UM GME Administration to confer residents/fellows in (maintain the integrity of the data in the student record in PeopleSoft.
- Minnesota Medical Foundation (MMF), used to track alumni/fundraising

2. What do I do when a resident/fellow graduates or leaves a program?

- Go to <http://www.mmcgmeservices.org/> website Forms and Additional Resources section
- Forward the Qualtrics Link and QR code to your graduating-transitioning trainees or enter the information on behalf of the trainees

3. Who should complete a Graduating/Transitioning Form?: a resident or fellow who:

- graduated from a program
- terminated or resigned from a program
- completed one program and is going into another residency or fellowship program

4. When is the Graduating/Transitioning Form due?

- One month after graduation or leaving the program

5. Do additional year chief residents have to complete the Graduating/Transitioning Form?

- Yes, please complete a form for additional year chief residents when they complete their chief year Example:
 - 7/1/2011-6/30/2014 Pediatrics resident, going on to do chief resident year – do not complete form
 - 7/1/2014-6/30/2015 Pediatrics chief resident, complete form for period 7/1/2011-6/30/2015

6. What do you do if a resident leaves the program to do another program and comes back?

- For accuracy of IRIS, we ask that you complete a form or spreadsheet for all changes of program. IRIS is reported by accredited program code.
- For example:
 - A resident does two years of a surgery residency, then leaves to go into a surgery critical care fellowship and comes back to finish the surgery residency. A form should be submitted for each change so 3 forms would be submitted.

7. What is the reporting cycle of the data from the Graduating/Transitioning Form?

- The data is reported out based on an academic year (July 1 to June 30)