

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. N. TERMINATION/COMPLETION OF RESIDENCY PROGRAM

N. 1. Resident Resignation

1. Any resident wishing to resign must submit a written request for release from the remaining term of their agreement to their program director.
2. A copy must be forwarded to the Graduate Medical Education_Office. Because the Agreement is a legal document, the program director has the right to delay or specify the actual termination date to ensure coverage of services.
3. The resident will be terminated on the date agreed to by the program director. A final paycheck will be issued at the next regular payday, provided the resident has completed the proper checkout process.

N. 2. Termination/Exit Requirements

1. Program directors must provide each resident with a final evaluation prior to termination.
2. Certificates will be held until all equipment including pagers, identification card, parking keycards and hang tags, department keys, and library books have been returned to the proper department.
3. The resident must complete the check out sheet provided to him/her before the last stipend will be issued. The resident must follow sign out procedures.

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