

**RADIOLOGY DEPARTMENT  
CERTIFICATION FOR ACTIVE BOARD STATUS POLICY**

On an annual basis, the Radiology Department Program Director must complete the appropriate ABMS tracking and evaluation form for each resident as required by the specialty Board.

The program director has the final responsibility and authority to certify the individual trainee's satisfactory completion of training. Verification by a department chair/program director that the individual served the prescribed number of years is not the same as certifying the individual's satisfactory completion of training.

**Notification:** If the Radiology Department Chair and/or Program Director is not going to certify/recommend an individual's satisfactory completion of training, they will notify the individual as early as possible. Included in this written and oral notification are:

- a. Areas of noted deficits
- b. Methods available to enhance the noted short comings
- c. Expected successful remediation completion date
- d. Department resources available for assistance
- e. University resources available for assistance
- f. Their rights and the appeal process.

The Director of Graduate Medical Education will be notified at the time the decision is made and the resident or applicant notified. Included with the notification to the Director of Graduate Medical Education will be supporting documentation.

**Appeal:** The trainee may seek an informal discussion regarding this non-certification with the Director of Graduate Medical Education. The Director of Graduate Medical Education will limit his/her findings to verifying that the individual has been notified and that the documents support the decision not to certify. If such documentation is available and supports the decision, the decision of the chair will be final. If in the judgment of the Director of Graduate Medical Education, the documentation does not support such a decision, then a remedial plan agreed to by both parties will be required.

The Director of Graduate Medical Education will advise the Dean of any adverse actions resulting in denial of certification.