

POLICY: Resident/Fellow Transfers

SCOPE: All Residency and Fellowship Programs

PURPOSE: The purpose of this policy is to define when a resident/fellow is considered a “transfer resident/fellow” and to clarify the expectation for exchange of information between programs involved in a transfer.

PROCEDURE: According to the ACGME Glossary, residents/fellows are considered as transfer residents/fellows under several conditions including:

- Moving from one program to another within the same or different sponsoring institution
- When entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously matched right out of medical school.

Before accepting a transfer resident/fellow, the program director of the receiving program must obtain written or electronic verification of prior education from the current program director. This includes:

- Evaluations
- Rotations completed
- Procedural/operative experience
- Summative competency-based performance evaluation

Meeting the requirement for verification **BEFORE** accepting a transferring resident/fellow is complicated in the case of a resident/fellow who is completing one year just prior to starting the next/transfer year. In this case, the “sending” program should provide the “receiving” program a statement regarding the resident’s/fellow’s current standing as of one to two months prior to anticipated transfer along with a statement indicating when the summative competency-based performance evaluation will be sent to the “receiving” program.

An example of an acceptable verification statement is:
“(Resident Name) is currently a PGY (level) intern/resident in good standing in the (residency) program at (sponsoring institution). S/he has satisfactorily completed all rotations to date, and we anticipate s/he will satisfactorily complete her/his PGY (#) year on June 30, (year). A summary of her/his rotations and summative competency-based performance evaluation will be sent to you by July 31, (year).

The “sending” program director must provide timely verification of residency/fellowship education and summative performance evaluations for residents/fellows who leave the program prior to completion.

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