

POLICY:	Resident Transfers
SCOPE:	Aultman Residency Programs
PURPOSE:	The purpose of this policy is to define when a resident is considered a “transfer resident” and to clarify the expectation for exchange of information between programs involved in a transfer.
PROCEDURE:	<p>According to the ACGME Glossary, residents are considered as transfer residents under several conditions including:</p> <ul style="list-style-type: none"> <li>• Moving from one program to another within the same or different sponsoring institution</li> <li>• When entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously matched right out of medical school</li> </ul>

Before accepting a transfer resident, 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
- Milestone evaluations upon matriculation

Meeting the requirement for verification **BEFORE** accepting a transferring resident is complicated in the case of a resident 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 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 education, summative performance evaluations, and milestones for residents who leave the program prior to completion.