

- 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:** According to the ACGME Glossary, residents are considered as transfer residents 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, 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 and summative performance evaluations for residents who leave the program prior to completion.

GMERC approved 6/25/08-- Reviewed 8/16/10,8/15/11,---Reviewed & Editorial Revision: 8/20/12, 7/15/13 --Reviewed 3/17/14, 3/16/15--Editorial revision 11/23/15- Reviewed 3/21/16,3/20/17,4/9/18, 3/18/2019, 3/16,20,3/15/21, Reviewed & Approved: 4/27/22, Reviewed 3/14/23