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TITLE: Resident/Fellow Transfer

POLICY:

Residents/Fellows are classified as a transfer resident/fellow under several conditions including:

- Moving from one program to another within the same or different sponsoring institution; or
- When entering a PGY-2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs during the match).

Residents are not considered transfer residents if they have successfully completed a residency and are then accepted into a subsequent residency or fellowship program.

PROCEDURE:

Documents Required Before Offering a Position to a Non-Matched Resident/Fellow:

- The program director of the receiving program must obtain written or electronic verification of previous educational experiences from the transferring resident's/fellow's current program director. This verification must include:
 - USMLE Step 1 and 2 and/or COMLEX-USA Level 1 and 2 scores;
 - USMLE Step 3 and/or COMLEX-USA Level 3 score if entering at or above the PGY-3 level;
 - Rotations completed;
 - Procedural/operative logs if applicable; and
 - A summative competency-based performance evaluation.
- The program director must maintain documentation as part of the resident's/fellow's file.

Documents Required Upon Matriculation of the Transferring Resident/Fellow:

- The program director of the receiving program must obtain written or electronic milestones evaluation from the transferring program director.

For residents entering the Match intending to start a new residency program prior to completion of their current program, programs must follow selection guidelines as delineated in GME 4: Eligibility and Selection of Residents and Fellows. Prior to ranking, the program should receive a performance evaluation summary to date.

DEFINITIONS: None

REFERENCES:

Accreditation Council for Graduate Medical Education, Institutional Requirements
GME 4: Eligibility and Selection of Residents and Fellows

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