

UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

RESIDENCY TRANSFER POLICY

Section 1 No.055 R.2 Review Date: December 2008 Revision Date: December 2008
Chapter: Conditions for Employment

I. PURPOSE:

To outline the procedures that must be followed when a resident is transferring from one residency program to another.

II. POLICY:

Resident Transfers:

Prior to accepting a transferring resident into the residency program, the Program Director is required to obtain written verification of previous educational experiences and a statement regarding the competency-based performance evaluation of the transferring resident. A program director is conversely required to provide verification of residency education for residents who may leave the program prior to completion of their education.

The intent of these standards is to assist the program accepting the transferring resident in preparing an appropriate educational plan, and to allow forwarding of the documentation to the pertinent ABMS-member board to confirm board eligibility once the resident completes training.

Pre-Requisite Training:

The expectation for documentation of prior training also applies to residents who complete a preliminary or transitional year at this institution or another institution. Residents entering fellowship programs at the completion of a core program do not require transfer letters.

This documentation of prior training must be maintained in the resident's permanent file.

Approval body: Graduate Medical Education Committee

Approval date: 4/06

Policy Owner: Graduate Medical Education

Historical Information:

Review dates: 4/07, 12/08

Revision dates: 4/07, 12/08

Approval dates: 1/09