

**Medical Education Policy:** Resident Transfer

Facility: CMC

Origin Date:

Revision Date: September 2020

Sponsor: GMEC

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1. PURPOSE:

To ensure effective exchange of information between residency programs involved in the transfer of a resident.

2. SCOPE:

This Policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited post-graduate training programs sponsored by Carilion Medical Center (CMC).

3. DEFINITIONS:

Designated Institutional Official (DIO) is the individual appointed by the institution who has authority and responsibility to provide oversight, administration, and accountability to CMC's accredited Graduate Medical Education (GME) programs.

Graduate Medical Education Committee (GMEC) is the committee authorized by the Board of Directors and administration of CMC to advise, monitor and evaluate all aspects of residency education. Membership is determined by the GMEC policy.

Program Director is the lead practitioner appointed by the institution and registered with the appropriate review committee of the ACGME, CODA, or CPME to provide academic and administrative oversight of the residency program and to ensure that residents progress through the program in an appropriate fashion.

Resident refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

Residency Program refers to post-graduate medical education programs accredited by the ACGME, CPME, or CODA.

Transfer Resident – Residents are considered as transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institutions; when entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school). The term ‘transfer resident’ does not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

4. PROCEDURE:

- A. DIO oversight: The Program Director must obtain approval from the DIO prior to providing a final offer or contract to a resident transferring into a CMC residency program.
  
- B. Before accepting a resident who is transferring from another program, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance, and Milestones evaluations upon matriculation of the transferring resident.

The following documents must be received in written or electronic form:

- 1. Evaluations
  - 2. Rotations completed
  - 3. Procedural/operative experience
  - 4. Summative competency-based performance evaluation
  - 5. Milestones Evaluations
  - 6. Additional documents as specified by the Review Committee
- C. Required documentation when CMC is sending a Transfer Resident to a new accepting program:
    - 1. Requested documents as in B.1-6.
    - 2. All requested documents must be sent no later than 30 days from transfer date of the resident or fellow.
  
  - D. The required documents must be maintained in the Transfer Resident’s permanent file.

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<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	DIO	GMEC	December 18, 2007
Daniel Harrington, MD	DIO	GMEC	January 1, 2011
Daniel Harrington, MD	DIO	GMEC	April 1, 2011
Donald W. Kees, MD	DIO	GMEC	June 10, 2014
Donald W. Kees, MD	DIO	GMEC	September 19, 2017
Donald W. Kees, MD	DIO	GMEC	September 15, 2020