

Graduate Medical Education Policy	Resident Transfer
Facility/Sponsor	CMC/GMEC
Policy Origin Date	September 2017
Revision Date	March 2025

PURPOSE

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

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 graduate medical education programs sponsored by Carilion Medical Center (CMC).

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 PGY2 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.

PROCEDURE

1. All prerequisite post-graduate clinical education required for transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced specialty Accreditation.

- a. An ACGME-accredited residency program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements in ACGME Common Program Requirements III.A.1-III.A.2, but who does meet all of the following additional qualifications and conditions:
 - i. Evaluation by the Program Director and residency selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of this training; and,
 - ii. Review and approval of the applicant's exceptional qualifications by the GMEC; and,
 - iii. Verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
 - b. Applicants accepted through this exception must have an evaluation of their performance by the program's Clinical Competency Committee within 12 weeks of matriculation.
 2. Individuals who have completed combined residency programs, such as emergency medicine-pediatrics, family medicine-preventative medicine, and psychiatry-pediatrics-child psychiatry, that are not accredited by the ACGME, but whose individual programs constituting the combined program are ACGME-accredited, are eligible for transfer into an ACGME-accredited residency programs and graduates of these programs are eligible for appointment to an ACGME-accredited fellowship.
 3. 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.
 4. 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 specialty Review Committee may further specify prerequisite postgraduate clinical education.
 - a. The following documents must be received in written or electronic form:
 - i. Evaluations
 - ii. Rotations completed
 - iii. Procedural/operative experience
 - iv. Summative competency-based performance evaluation
 - v. Milestones Evaluations
 - vi. Additional documents as specified by the Review Committee
 5. Required documentation when CMC is sending a Transfer Resident to a new accepting program:
 - a. Requested documents as in B.1-6.
 - b. All requested documents must be sent no later than 30 days from transfer date of the resident or fellow.
 6. The required documents must be maintained in the Transfer Resident's permanent file.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	December 18, 2007
Daniel Harrington, MD	GMEC	January 1, 2011
Daniel Harrington, MD	GMEC	April 1, 2011
Donald W. Kees, MD	GMEC	June 10, 2014
Donald W. Kees, MD	GMEC	September 19, 2017
Donald W. Kees, MD	GMEC	September 15, 2020
Arthur Ollendorff, MD	GMEC	March 18, 2025