Resident Transfer Policy

GMEC approved: March 2007
GMEC updated and approved: September 2011
GMEC updated and approved: March 2015
GMEC reviewed and approved: April 2017

Purpose

Residents are considered ‘transfer’ residents under several conditions including:

- Moving from a WSU SOM GME program to another program within WSU SOM GME.
- Moving to/from a WSU SOM GME program from/to a program at a different sponsoring institution.
- 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 right out of medical school). This applies to residents who complete their PGY-1 year in a WSU SOM GME program or an outside program.
- Entering a subsequent residency program after successfully completing a residency program at WSU SOM or any other institution.

Policy

Transfers must be conducted in a manner that allows for the optimal transition for the resident and for the WSU SOM residency program.

NRMP guidelines regarding transfer before completion of one year post-Match will remain in effect for those residents who participated in the Match.

Transfer in:

Program Directors must ensure that the addition of a transfer resident will not adversely affect the ACGME resident complement for the program. Once an approved residency slot becomes available, the program director may recruit a resident candidate.

Before accepting a transfer resident into a WSU SOM GME training program, the program director must obtain confirmation of the transfer resident’s satisfactory performance in the trainees’ current program. The program must also obtain verification of previous educational experiences and a summative competency-based performance evaluation including procedure list once available.

The accepting program director in conference with the program’s CCC will determine, based on the previous experience of the resident, the program year, ACGME specialty requirements and/or specialty board requirements the resident must meet to successfully complete the residency.
The accepting program director will notify the GME office of the transfer plan. The resident’s credentials must be reviewed by the GMEC to ensure they fulfill the criteria of the position (see Recruitment and Selection/Non-Discrimination and Appointment Policy).

Once approved by the GMEC the GME office will work with the residency program to fulfill all onboarding requirements including but not limited to: drafting the agreement of appointment, employment paperwork and other required documentation as needed.

Transfer Out

All requests for transfer out of a WSU SOM GME residency program must be made by March 1st or the earliest date possible of the current academic year. A resident must inform the program director of his/her desire to transfer to another program before any formal interview for such a transfer, and facilitate the communication of the two program directors relating to the transfer. Once this communication has been made the resident may contact the program director of the desired program to discuss the possibility of the transfer.

In this circumstance, trainees are expected to continue training in their current program until the end of their current appointment according to the terms of their Agreement of Appointment, unless an earlier resignation is mutually agreed upon by the trainee and program director. Notification of intent to transfer to another program must be done by March 1st of the current academic year.

Trainees who leave their program without the approval of their program director and prior to the end of the academic year are considered in violation of the terms of the Agreement of Appointment.

Transfers out of WSU SOM GME programs must be presented to the GMEC so the committee can monitor program attrition.

Procedures:

Residents transferring INTO a WSU SOM GME program:

- One to two months prior to anticipated transfer, obtain a statement regarding the resident’s current standing and indication of when the summative competency-based performance evaluation will be completed. 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 a summative competency-based performance evaluation will be sent to you by July 31, (year).”
- Obtain written or electronic verification of previous educational experiences, including rotations completed and procedural/operative experience.
- Obtain a written or electronic summative competency-based performance evaluation from the resident’s current program director (see ACGME template).
- Discuss the results of the summative evaluation with the current program director in person or via telephone, and keep written documentation of this discussion along with
the training verification and summative evaluation in the resident’s permanent file.

Residents transferring FROM a WSU SOM GME program

- For residents transferring out of a WSU SOM GME training program prior to completion of the program, the WSU SOM GME program director must provide timely verification of previous educational experiences and a summative performance evaluation to the program director of the program into which the resident is transferring.
- For residents completing preliminary training in a WSU SOM GME training program and moving into another WSU SOM GME training program, the program director of the preliminary training program must provide timely verification of previous educational experiences and a summative performance evaluation to the WSU SOM GME program director of the program into which the resident is transferring.

Monitoring

- Review of transfer applications by the GMEC
- ACGME ADS updates
- Onboarding checklist in New Innovations