

INSTITUTIONAL GME POLICY – Transfer of Residents/Fellows

Approved by GMEC – March 27, 2015

Evaluation of incoming or outgoing (transferring) residents:

Incoming Transfers:

- ***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 of the transferring resident. (ACGME Common Program Requirements)

Outgoing Transfers:

- According to the ACGME Common Program Requirements, a program director must provide timely verification of training education and summative performance evaluations for trainees who leave the program prior to completion. (ACGME CPR III.C.2.)
- The “sending” program should provide the “receiving” program a statement regarding the trainee’s current standing as of one-two months prior to the anticipated transfer along with a statement indicating when the summative competency-based performance evaluation will be sent to the “receiving” program.
- An example of an acceptable verification statement is:
“(TRAINEE NAME) is currently a PGY-(X) intern/resident in good standing in the (RESIDENCY) program at the University of Hawaii John A. Burns School of Medicine. S/he has satisfactorily completed all rotations to date, and we anticipate s/he will satisfactorily complete her/his PGY-(X) 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).”