



## Resident Transfers

gme-adm-0028

### About This Policy

**Effective Dates:**

08-28-2013

**Last Updated:**

08-16-2021

**Responsible University Administrator:**

Senior Associate Dean for GME

**Policy Contact:**

GME Assistant Director Emilie Leveque

[eleveque@iu.edu](mailto:eleveque@iu.edu)

### Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

### Policy Statement

Programs are allowed to recruit residents mid-training, so long as funding for the resident is secured, no NRMP Match agreements are broken, and the program's Residency Review Committee approves a congruent complement increase when necessary. Program Directors are required to consult with the GME Office before making any offer to a potential resident who wishes to transfer to IUSM.

### Reason For Policy

The purpose of this policy is to define procedures related to resident transfers.

### Procedure

Prior to accepting a resident with previous graduate medical education training into an advanced position (i.e., beyond the normal entry level in the program), the program director must first contact the program director of the program in which the resident had previous graduate medical education. The program director must obtain documentation that both verifies educational experiences completed in the previous program and summarizes the Milestones-based performance of the transferring resident.

Conversely, a program director must provide timely verification of residency education and summative performance evaluations for residents who may transfer to a new program prior to completion of the current program.

The program director must receive a summative Milestones evaluation from the resident's current program director in advance of the resident beginning training. Specific evaluations on each of the six core ACGME competencies must be included.

The summative Milestones evaluation should remain both a part of the applicant's file and a part of the resident's program records if appointed to the program. Following review by the program director, a copy of the summary evaluation record must be sent to the Assistant Director for Accreditation along with other required documentation

when requesting a letter of appointment for the individual. Prior to final appointment and letter of appointment initiation, documentation must be approved by the GME Office.

Additionally, it is recommended that program directors of fellowship programs which have residency training prerequisites make personal contact with the program director or other individuals able to evaluate a fellow's performance at a previous level of residency training, and document that discussion as part of the application process.

All components of this policy will apply to any trainee requesting transfer to an IUSM training program.

## **Definitions**

ACGME is the Accreditation Council for Graduate Medical Education.

A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

## **Implementation**

The Designated Institutional Official (DIO) for Graduate Medical Education is responsible for implementation of this policy.

## **Oversight**

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

## **History**

1. Policy gme-adm-0028 approved by GMEC and published on 11 March 2009.
2. Policy reviewed, updated, and approved by GMEC on 28 August 2013.
3. Policy updated for formatting 05 March 2018.
4. Policy updated for formatting 27 June 2018.
5. Policy updated 08 August 2021.
6. Approved by GMEC 18 August 2021.