

POLICY MANUAL

Date of Issue: 12/19/2007

Policy # GME-8242-025

Revisions: None

Department of Primary Responsibility:
Academic Division – Graduate Medical
Education

Subject: Transferring Residents

Distribution: GMEC, Residents, Program
Directors, Program Managers & _____
Coordinators

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- I. Policy: The Accreditation Council for Graduate Medical Education (ACGME) Common Program Requirements mandate verification of prior residency and/or fellowship training to include evaluations, rotations completed, procedural/operative experience and a summative competency-based performance evaluation.
- II. Purpose: To establish guidelines for required documentation for residents transferring into and out of Ochsner Clinic Foundation residency/fellowship program.
- III. SCOPE: This policy will apply to all of residency and fellowship training programs sponsored by the Ochsner Clinic Foundation.
- IV. DEFINITIONS:
- A. Resident — refers to all interns, residents and subspecialty residents (fellows) enrolled in a Ochsner Clinic Foundation sponsored postgraduate training program.
 - B. Transferring Residents — Moving from one program to another within the same or different sponsoring institution; 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). This term DOES NOT apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.
- V. RESPONSIBILITIES/REQUIREMENTS
- A. Before accepting a resident who is transferring from another program, in addition to adherence to *GME Policy #8242-001 Selection of Housestaff*, the program director must obtain written or electronic verification of previous education experiences and a summative competency-based performance evaluation of the transferring resident. Verification includes the following:
 1. evaluations
 2. rotations completed,
 3. procedural/operative experience, and
 4. a summative competency-based performance evaluation.
 - B. A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.
- Attachment 1: Transferring Resident Sample Letter
Attachment 2: Transferring Resident Release Form

VI. POLICY ENFORCEMENT:

The GMEC is responsible for enforcing this policy throughout the Foundation for all graduate medical education-training programs. Individual program directors are responsible for the consistent application of this policy within a given training program.

VII. EXCEPTIONS:

Exceptions to this policy require the approval of the Executive Vice-President for System Medical Affairs/Chief Academic Officer prior to any action-taking place.

SIGNATURES:

William W. Pinsky, M.D.
Executive Vice President for System Medical Affairs
Chief Academic Officer/DIO

Hector O. Ventura, M.D.
Chairman, Graduate Medical Education Committee

Approved by the GMEC: