

SUBJECT: Resident Transferring into Programs

**POLICY:
STATEMENT:**

Filling unmatched positions with individuals who did not register with the match, non-first-year positions, additional training, etc., requires careful documentation of prior training to prevent acceptance of unqualified individuals. Program director and staff must carefully review all documentation of medical educational training, with particular attention to the credentials of (International Medical Graduates) IMG's. It is important that programs obtain and review original or certified copies of documentation, and it is suggested that they also obtain additional information from the appropriate state and federal government agencies (i.e. Florida Board of Medicine, DEA, State Federation of Medical Specialties, AMA Profile, National Practitioner Data Bank, etc.)

The ACGME Glossary contains the following definition of Transfer Resident: Residents are considered as transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institution; when entering a PGY 2 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). Before accepting a transfer resident, the program director of the 'receiving program' must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation from the current program director. The term 'transfer resident' and the responsibility of the two program directors noted above do not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

DESCRIPTION:

Recommended procedure:

- 1) Transfer residents must be accepted with the guidelines of the National Resident Matching Program.
- 2) The program must obtain certified transcripts of medical school education.
- 3) The program must ascertain the validity of the medical school diploma. This means an original letter from the source (Dean's Office). A copy of the diploma alone should not be used to verify the doctorate of medicine or osteopathy degree. The program may also want to verify the diploma with certified

transcripts. (If the documents are not in English, notarized translations must accompany the certified copies.)

- 4) For an IMG there must be:
 - (a) A valid and current Educational Commission for Foreign Medical Graduates (ECFMG) standard certificate, (verified certificate) and/or
 - (b) Verification of licensure (and in good standing) if licensed in any state.
- 5) The program should be careful in verification of prior graduate medical education training. General letters of recommendation are not an acceptable substitute for primary source information. Contact (written and/or verbal) should be made with the training director(s) from the former training programs(s).

This should also include verification (written and/or verbal) from the appropriate institutional authorities of any clinical training obtained in the United States hospitals; including the name of the medical school granting the educational credits, the disciplines in which training was obtained, and an evaluation of the student's performance. Telephone contact should be considered. (This is usually pertinent to IMG's.)

Verification (written and/or verbal) of any practice affiliations, (partners, hospitals, etc.) should include questions such as: was M.D. in good standing, any actions taken against him/her, etc.

Verify all time-lines with the source documentation. (Assure that there are no empty periods of time in the applicant's history that are unaccounted for.)

A formal letter of transfer must be obtained from the previous program director which verifies previous educational experiences and documents of the resident's skills in each of the six competencies.

Program directors must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

Reviewed and Approved
Graduate Medical Education Committee
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