

**SUBJECT: Resident Transfer Policy**

**Effective Date: July 1, 2008**

**APPROVAL:**



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Graduate Medical Education**

**Revision Number: 2**

**Date: October 26, 2012**

**DISTRIBUTION: Program Directors, Residents and Staff**

The University of Arizona  
College of Medicine at South Campus  
Graduate Medical Education Committee  
Policies and Procedures

**Purpose:** In order to comply with ACGME Common Program Requirements for Graduate Medical Education (effective 7/2011, Section III C), this policy is set forth by The University of Arizona College of Medicine at South Campus Graduate Medical Education Committee (GMEC) to assure uniformity in the process for residents transferring into or out of our residency programs.

**Definition:** Transferring residents:

Residents are considered as transferring residents under several conditions which include: when 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 prelim PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school).

**Policy/Procedure:** The following guidelines must be followed when dealing with transferring residents:

1. Before accepting a resident who is transferring from another program (whether in the same or coming from a different institution), the “receiving” program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
2. A program director must provide timely verification of residency education and competency-based summative performance evaluations for residents who leave the program prior to completion.
3. The term ‘transfer resident’ and the responsibilities 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.
4. A sample Transfer letter request is available on the GME website.

Original July 1, 2008  
1<sup>st</sup> Revision September 23, 2011  
2<sup>nd</sup> Revision October 26, 2012