Process for Accepting Transferring Residents

According to ACGME Institutional Requirements, the institution and our ACGME-accredited programs are at risk for loss of accreditation if non-eligible residents are accepted into our training programs. For that reason, when applicants for positions are under consideration via transfer, the GME Office must be included in the process. The process follows the sequence:

- 1. Application is made by an individual to transfer from another ACGME-accredited program.
- 2. The receiving program reviews supporting documentation. If the applicant is considered to be suited to the position, the program obtains further information as appropriate and completes the checklist below.
- 3. The completed checklist is sent to the GME Office for review.
- 4. The GME Office will review the information and communicate approval/non-approval to the program within one day of receipt of a completed checklist.
- 5. If the GME Office approves, the position may be officially offered to the applicant.

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	Do <u>not</u> offer position until checklist is completed	
	CV reviewed by Program Director	
	Medical school: Graduation date: If US, get Dean's Letter If international medical school, check acceptability to TMB at http://www.tmb.state.tx.us/professionals/physicians/applicants/physicianapplicants.php (click on 'Substantial Equivalence')	-
	USMLE scores: Step 1 number of attempts Step 2 number of attempts Step 3 number of attempts Residents must meet Current TMB requirements.	
	ECFMG Certificate: Date Number	
	Obtain a signed release to speak to particular individual(s) involved in the applicant's medical education (e.g., program directors) and/or written documentation of training and evaluations to date	
	Residency #1:	

Residency #2 (if applicable): • Dates:	
Letter from Program Director:	
Phone call to Program Director if appropriate:	
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Why switching program?	
Unexplained time periods on CV:	
onexplained line periods on ov.	
Current Licensure:	
 Check State Medical Board website (see http://www.fsmb.org/ for a directory of all state medical boards) 	
state medical boards)	
ABMS Board Certificate/Eligibility? Check with ABMS Board if any doubt about months of	
credit to this point. Get letter or email from the board, or send them a letter confirming a	
verbal conversation.	
Has taken boards?	
Deficiencies? ARMO O UTILITIES	
 Eligible for months toward ABMS Certification Letter from ABMS 	
Letter from ABMS	
ACGME Common Program Requirements II 🕏 Á	
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If applicant needs a visa , check with International Services re: ^ æ ææææææææææææææææææææææææææææææææææ	
process. <i>'Please don't proceed until this is clear.</i>	
Obtain a signed release for security background check . All must be completed (and	
any convictions must be reviewed and approved by the ÖOJ and UTHSC Chief of Police) before a] [• ãtā] /ʎ æ /k/ ~^\^å.	
Police) before a j [* auat } /t ac /tan/t ~ ac /tan/t	
We pay at PGY level of our program, not at level of previous training.	
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You <u>cannot</u> ask about disabilities, illnesses, family problems or illnesses. You <u>can</u> ask	
about Academic Failures, Probation, Evaluations, etc. If a candidate asks for special	
accommodations (religious holidays, military leave, disability accommodations, etc.) [lÁsk	
the candidate to articulate the request in writing after he/she is accepted. Tell the candidate that we meet all reasonable accommodations and legal requirements, but that	
these issues do not affect acceptance into the program.	
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