

UTHSCSA Graduate Medical Education Policies

Section 4	Program Policies & Procedures	Effective:	June 2015
		Revised:	June 2015
Policy 4.3.1	Process for Accepting Transferring Residents	Responsibility:	Designated Institutional Official
Process for Accepting Transferring Residents			
Policy	<p>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:</p> <ol style="list-style-type: none"> 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 five business days of receipt of a completed checklist. 5. If the GME Office approves, the position may be officially offered to the applicant. <p style="text-align: center;">(See form subsequent pages)</p>		

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Transferring Resident Form

	Applicant Name: _____ Program _____	
<input checked="" type="checkbox"/>	Items	Comments
	Do <u>not</u> offer position until checklist is complete and approved	
	CV reviewed by Program Director	
	Medical school: <ul style="list-style-type: none"> • <input type="checkbox"/> Graduation date: • <input type="checkbox"/> If US, get Dean's Letter • <input type="checkbox"/> If international medical school, check acceptability at 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 _____ COMLEX _____ 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: <ul style="list-style-type: none"> • <input type="checkbox"/> Dates: • <input type="checkbox"/> Letter from Program Director: • <input type="checkbox"/> Phone call to Program Director if appropriate: 	
	Residency #2 (if applicable): <ul style="list-style-type: none"> • Dates: • Letter from Program Director: • Phone call to Program Director if appropriate: 	
	Why switching program?	

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	Unexplained time periods on CV:	
✓	Items	Comments
	<p>Current Licensure:</p> <ul style="list-style-type: none"> • Check State Medical Board website (http://www.fsmb.org/ for a directory of all state medical board) 	
	<p>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.</p> <ul style="list-style-type: none"> • Has taken boards? • Deficiencies? • Eligible for __months toward _____ABMS Certification • Letter from ABMS 	
	<p>ACGME Common Program Requirements III.C: III.C. Resident Transfers III.C.1. Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.</p>	
	<p>If applicant needs a visa, check with International Services regarding eligibility and application process. <i>Please don't proceed until this is clear.</i></p>	
	<p>Obtain a signed release for security background check. All must be completed and any convictions must be reviewed and approved by the DIO and UTHSC Chief of Police before a position may be offered.</p>	
	<p>We pay at PGY level of our program, not at level of previous training.</p>	
	<p>You <u>cannot</u> ask about disabilities, illnesses, family problems or illnesses.</p> <p>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.) Ask 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.</p>	