

## **Partners Institutional GME Policy**

### **Guidelines Regarding Resident/Fellow Transfer**

#### **Trainees transferring to a Partners GME program:**

- Program directors are encouraged, whenever feasible, to identify potential transfers for a vacant position *via* broad advertisement of the position and an explicit selection process.
- Partners' program directors should not knowingly approach trainees regarding opportunities that would conflict with their current responsibilities or future commitments to another program—i.e., soliciting trainees to transfer out of another program is not appropriate.
- The Partners program director should receive written confirmation from the trainee's current program director that permission to transfer (including release of contractual obligations) has been given. This should be obtained as early as possible in the discussion with a prospective transfer candidate and certainly *before* any offer of a position is made.
- Program directors should obtain documentation of the prospective transfer trainee's evaluations and have a candid telephone conversation with the trainee's current program director about strengths and weaknesses and the reason for transfer.
- Program directors should obtain documentation of rotations and other training experiences that have/have not yet been successfully completed, and clarification regarding which requirements of board certification have/have not already been met.
- As with other offers of training/employment, transfer offers must be subject to the successful completion of the credentialing process and a written contract must be provided.

#### **Trainees transferring out of a Partners GME program:**

- Trainees interested in transferring out of a Partners program are encouraged to discuss the issue with their program director as early as possible, and must obtain their program director's written permission to transfer before accepting another position.
- Partners' program directors should not unreasonably withhold permission to transfer if a trainee has a strong, legitimate need to transfer. However, the trainee may be asked to delay transfer, where possible, to the beginning of the next academic year.
- Partners' program directors should provide documentation of a trainee's evaluations and a candid telephone reference to other programs to which the trainee has applied. (In circumstances where a trainee has had difficulty in the program, the program director is encouraged to seek advice from the GME Office and/or the OGC regarding providing references.)
- Program directors should provide documentation of rotations and other training experiences that have/have not yet been successfully completed and clarify which requirements of board certification have/have not already been met.

#### **Other:**

- "Transfer" of trainees who are under agreement to matriculate to a Partners program (*via* the NRMP or other national matching service) but have not yet begun their training must be pursued in accordance with the rules of the matching organization.