

Graduate Medical Education

Guidelines Regarding Trainee 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 approach trainees regarding opportunities known to 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.
- As required by ACGME, a program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation *before* accepting a resident who is applying to transfer from another program. This should include clarification regarding which requirements for board certification have previously been fulfilled. Where applicable, documentation of achievement of specialty-specific milestones should also be reviewed. Also, program directors are strongly advised to have a conversation with the trainee's current program director to discuss the trainees' strengths and weaknesses and the reason for the transfer.
- As with other offers of training/employment, offers to transfer must be made 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.
- For residents leaving the program prior to completion and/or without successfully graduating, Partners program directors must provide timely verification of a trainee's education, including documentation of rotations and other training experiences that have been successfully completed, summative performance evaluations, and documentation relating to specialty-specific Milestones (where applicable). Program Directors should clarify which requirements for board certification have been fulfilled. In addition, Program directors should provide a telephone reference (upon request) 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 references.

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, where applicable.

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