



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.06, **Changing Programs**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish guidelines for residents/fellows changing programs within the same institution.

REVIEW: This SOM Policy and Procedure shall be reviewed within each year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. The resident/fellow must inform his/her current program director that he/she is seeking another residency position at the same institution.
2. The program director of the approached residency should inform the program director of the current program regarding possible recruitment.
3. Both residency program directors should be in agreement for the above change.
4. Any unresolved dispute should be referred to the Graduate Medical Education Committee (GMEC).
5. All parties must follow Accreditation Council for Graduate Medical Education (ACGME) requirements.
 - a. 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.
 - b. A current program director must provide timely verification of residency education and summative performance evaluations for residents who leave the programs prior to completion.