



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

CHANGING PROGRAMS

PURPOSE: The purpose of this School of Medicine (SOM) Graduate Medical Education (GME) Policy and Procedure is to establish guidelines for residents/fellows changing programs within the same institution.

REVIEW: This SOM Policy and Procedure will be reviewed on [September 1](#) of each odd-numbered year by the Lubbock GME Office, with recommendations for revision forwarded to the GME Coordinating Council by [September 30](#).

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. 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 program director must provide timely verification of residency education and summative performance evaluations for residents who leave the programs prior to completion.