



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 odd-numbered fiscal year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to the Office of the Dean for approval and publication

**POLICY/PROCEDURE:**

**1. Requirements to Change Programs.**

- a. The resident/fellow must inform his/her current program director that he/she is seeking another residency position at the same institution.
- b. The program director of the approached residency should inform the program director of the current program regarding possible recruitment.
- c. Both residency program directors should be in agreement for the above change.

**2. Unresolved Disputes.** Any unresolved dispute should be referred to the Graduate Medical Education Committee (GMEC).

**3. ACGME Requirements.** Accreditation Council for Graduate Medical Education (ACGME) requirements must be followed:

- 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.