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.