Resident Transfers
IUSM-GME-PO-0028

Scope
This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

Reason for Policy
The purpose of this policy is to define procedures related to resident transfers.

Policy Statement
Programs are allowed to recruit residents mid-training, so long as funding for the resident is secured and no NRMP Match agreements are broken. Program Directors are required to consult with the GME Office before making any offer to a potential resident who wants to transfer to IUSM.

Procedures
Prior to accepting a resident with previous graduate medical education training into an advanced position (i.e., beyond the normal entry level in the program), the program director must first contact the program director of the program in which the resident had
previous graduate medical education. The program director must obtain written or electronic verification of previous educational experiences and a summative competency-based Milestones performance evaluation of the transferring resident.

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

The program director must receive a summative Milestones evaluation from the resident’s current program director or the individual chiefly responsible for the evaluation of the performance of the resident in the previous program. This evaluation must include an assessment of the following:

1. Clinical judgment
2. Medical knowledge
3. Performance on standardized tests
4. Clinical skills, including history-taking, physical examination and procedural skills
5. Personal skills, including interaction and communication with patients; ability to work cooperatively with colleagues and subordinates; and professional conduct and ethical behavior

The summative Milestones evaluation should remain a part of the applicant's file and in the resident's evaluation file if the resident is appointed to the program. Following review by the program director, a copy of the summary evaluation record must be sent to the GME Office along with other required documentation when requesting a letter of appointment for the individual. Prior to final appointment and contract initiation, credentials must be approved by the GME Office.

It is recommended that program directors of fellowship programs which have residency training prerequisites also make personal contact with the program director or other individuals able to evaluate a fellow's performance at a previous level of training of residency education, and document that discussion as part of the application process.

All components of this policy will apply to any trainee requesting transfer to an IUSM training program.

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**Definitions**

*ACGME* is the Accreditation Council for Graduate Medical Education.

A *resident* is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

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**Implementation**
The Designated Institutional Official (DIO) for Graduate Medical Education is responsible for implementation of this policy.

**Oversight**

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

**Related Information**

CMS guidelines on Direct Graduate Medical Education (DGME)  
[https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AcuteInpatientPPS/DGME.html](https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AcuteInpatientPPS/DGME.html)

**History**

2. Policy reviewed, updated, and approved by GMEC on 28 August 2013.