Resident/Fellow Transfer Policy

Scope: All ACGME-accredited residencies and fellowships sponsored by the UW School of Medicine.

Definition: Residents/fellows are considered ‘transfer’ residents/fellows under several conditions including:

- Moving from a UW GME program to another program within UW.
- Moving to/from a UW GME program from/to a program at a different sponsoring institution.
- Entering a PGY-2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school). This applies to residents who complete their PGY-1 year in a UW GME program or an outside program.
- Entering a subsequent residency or fellowship program after successfully completing a residency or fellowship program at UW or any other institution.

Policy: Before accepting a transfer resident/fellow into a UW GME training program, the program director must obtain confirmation of the transfer residents/fellows satisfactory performance in the trainees’ current program. (For candidates who are not currently in a training program and who are more than three years past graduation, this should be obtained from the candidate’s current employer.) The program must also obtain verification of previous educational experiences and a summative competency-based performance evaluation once available.

For trainees leaving a program prior to completion of the current program, the UW program director must consult with the resident’s/fellow’s current program director regarding the transfer before accepting the resident/fellow. This should be done as early as possible in the discussion with a prospective transfer candidate and before any offer of a position is made. In this circumstance, trainees are expected to continue training in their current program until the end of their current appointment according to the terms of their Residency/Fellowship Position Appointment (RPA/FPA), unless an earlier resignation is mutually agreed upon by the trainee and program director. Trainees who leave their program without the approval of their program director and prior to the end of the academic year are considered in violation of the terms of the RPA/FPA and may not be eligible for appointment to another UW GME training program.

Procedures: Residents/fellows transferring INTO a UW GME program

- One to two months prior to anticipated transfer, obtain a statement regarding the resident’s/fellow’s current standing and indication of when the summative competency-based performance evaluation will be completed. An example of an acceptable verification statement is: “(Resident name) is currently a PGY (level) intern/resident in good standing in the (residency program) at (sponsoring institution). S/he has satisfactorily completed all rotations to date, and we anticipate s/he will satisfactorily complete her/his PGY( ) year on June 30, (year). A summary of her/his rotations and a summative competency-based performance evaluation will be sent to you by July 31, (year).”
- Obtain written or electronic verification of previous educational experiences, including rotations completed and procedural/operative experience.
- Obtain a written or electronic summative competency-based performance evaluation from the resident’s/fellow’s current program director (see ACGME template).
- Discuss the results of the summative evaluation with the current program director in person or via telephone, and keep written documentation of this discussion along with the training verification and summative evaluation in the resident's/fellow's permanent file.

Residents/fellows transferring FROM a UW GME program

- For residents/fellows transferring out of a UW training program prior to completion of the program, the UW program director must provide timely verification of previous educational experiences and a summative performance evaluation to the program director of the program into which the resident/fellow is transferring.
- For residents/fellows completing preliminary training in a UW training program and moving into another UW training program, the program director of the preliminary training program must provide timely verification of previous educational experiences and a summative performance evaluation to the UW program director of the program into which the resident/fellow is transferring.