

**MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION
POLICY ON RESIDENT TRANSFERS**

SECTION 1. STATEMENT AND SCOPE OF POLICY

As a Sponsoring Institution, the Marshall University Joan C. Edwards School of Medicine must ensure that its ACGME-accredited programs subject transferring Resident/Fellows to the same eligibility requirements as set forth by the Graduate Medical Education Committee (GMEC) Policy on Recruitment/Selection of Residents/Fellows. To ensure compliance with ACGME Institutional Requirements, this policy sets prohibitions, guidelines and procedures pertaining to Resident's/ Fellow's request for resignation, early termination, mid-year, and intra/inters- institutional transfer of training programs.

SECTION 2. MID-YEAR INTRA-INSTITUTIONAL TRANSFER PROHIBITION

Without exception, intra-institutional switching (between clinical departments) during a contract year is impermissible.

SECTION 3. TRANSFER OF PROGRAMS AT END OF CONTRACT YEAR

- 3.1 For the purpose of this policy, Residents/Fellows are considered as transferring Residents/Fellows when moving from one program to another within the same or different sponsoring institution and are subject to the same eligibility requirements as set forth by the Graduate Medical Education Committee Policy on Recruitment/Selection of Residents/Fellows.
- 3.2 Intra-institutional transferring from one program to a different one at the completion of a contract year is permitted but only with the knowledge and written consent of the Program Directors involved and the Designated Institutional Official (DIO).
- 3.3. With the exception of Residents in a preliminary or transitional PGY-I program, Residents/Fellows are expected to notify their Program Director in writing of the intention to leave the program as soon as that decision is made. Under ordinary circumstances, it is expected that the Resident/Fellow will provide the program with notification at least four months before the end of the contract year so that appropriate actions may be taken by the program to fill the unanticipated vacancy thus created.
- 3.4. Upon receipt of the Resident/Fellow Request for transfer, the Program Director will forward his/her recommendation, either in writing or by email, to the DIO to either deny or approve the request to be released from the program. The

Program's Director's recommendation must be received by the DIO by March 15 of the current academic year.

- 3.5. The DIO will review the Program Director's recommendation and the Resident/Fellow Request for transfer and either deny or approve the request to be released.
- 3.6. The decision of the DIO is final.
- 3.7. The Resident/Fellow must facilitate the communication of the two Program Directors relating to the transfer once approval by the Program Director and DIO has been obtained.
- 3.8. The DIO will serve as the mediator in any situation in which the two Program Directors cannot reach an amicable resolution to the Resident/Fellow request to switch programs.

SECTION 4. ACCEPTANCE OF A TRANSFER RESIDENT/FELLOW

- 4.1. The Resident/Fellow interested in transferring to Marshall must be from an ACGME or AOA accredited program and shall submit a completed Residency/Fellowship application. The application shall include, but not be limited to, submission of a curriculum vitae and USMLE Step scores or its equivalent. For PGY 2 and above, passage of USMLE Step 3 or its equivalent must be documented.
- 4.2. Prior to accepting a transferring Resident/Fellow into the residency/fellowship program, the Program Director is required to obtain written verification of previous educational experiences and a statement regarding the competency-based performance evaluation of the transferring Resident/Fellow.
- 4.3. No contract offer will be made until the Resident/Fellow is released by the Program Director or has documentation of future release.
- 4.4. To determine the appropriate level of education for the Resident/Fellow who is transferring from another accredited residency/fellowship program, the Program Director must receive written verification from the current Program Director that includes, but is not limited to:
 - 4.4.1. Verification of training at an ACGME or AOA accredited training program
 - 4.4.2. List and duration of rotations completed
 - 4.4.3. Procedural/Surgical experience
 - 4.4.4. Summative competency-based performance evaluation of the Resident/Fellow in each of the six core competencies completed by the Program Director.

- 4.4.5. Evaluations
 - 4.4.6. Professional liability
 - 4.4.7. Final recommendation status and effective date of release
- 4.5. IMG Residents/Fellows need to provide documentation of certified ECFMG certificate and visa status

SECTION 5. RESIGNATION/EARLY TERMINATION OF CONTRACT

- 5.1. Any Resident/Fellow may request permission to resign from his/her program during the academic year by submitting to the Program Director a written request to resign prior to March 1 of the current academic year.
- 5.2. The Program Director must forward a written recommendation (e-mail or letter) to the Designated Institutional Official (DIO) either approving or denying the request to be released from the program.
 - 5.2.1. A copy of the original Resident/Fellow Resignation Request must be attached to the Program Director's recommendation.
 - 5.2.2. The Program Director's recommendation must be received by the DIO on or before March 15 of the current academic year.
- 5.3. Upon receipt of the Program Director's recommendation and Resident/Fellow request for resignation/early termination of contract, the DIO will render a decision to either approve or deny the request.
- 5.4. Only upon approval by the Program Director and the DIO may a trainee be emergently relieved of his/her obligation to complete a contract year (without penalty) using the following criteria:
 - 5.4.1. Unsatisfactory performance refractory to remediation as described in the Due Process Policy;
 - 5.4.2. An approved Medical Leave of Absence; or,
 - 5.4.3. Family circumstances or other types of emergent situations where a waiver of penalty appears warranted.
- 5.5. The DIO's decision regarding the resignation/termination request is final.
- 5.6. Failure to fulfill the terms of any contract will result in:
 - 5.6.1. Forfeiture of unused days of annual vacation time;
 - 5.6.2. Forfeiture of remaining educational and sick leave;
 - 5.6.3. Documentation of failure to complete contract requirements may be included in reference letters (which are mandatory under ACGME standards)

5.6.4. Other penalties as deemed appropriate by the Program Director and ACGME Designated Institutional Official (DIO).

5.7. A Program Director is required to provide timely verification of residency/fellowship education for Residents/Fellows who may leave the program prior to completion of their education.

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