

**USF – College of Medicine
GRADUATE MEDICAL EDUCATION POLICY & PROCEDURE**

Title: Documentation requirements for transferring and terminating residents.		No.: GME-225
Effective Date: 06/15/05	Revision Date: 8/2008; 10/2011	Distribution: All
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Policy Statement

Program directors have a responsibility for assuring accurate exchange of information for residents who are transferring into or out of their residency training program. The purpose is to allow the determination of the appropriate level of education. Program directors are required to obtain written verification of prior training and performance for residents accepted in transfer and to provide such written documentation for residents who are transferring out of the program.

Program directors must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to accepting a resident transferring into USF from another program.

Program directors must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion. For residents who are completing the program, the program director must provide a final written summative evaluation, that includes a review of the resident's performance during the final period of education and should verify that the resident has demonstrated sufficient professional ability to practice competently and independently. This summative evaluation must be part of the resident's permanent record, maintained by the institution.

Procedure

Responsibilities:

For residents transferring out:

Program Directors:	Sends a written evaluation (in addition to any verbal communication) to the receiving program director with sufficient information about the training received and the performance of the resident to allow determination of the appropriate level for training to continue.
GME OFFICE:	Provides assistance with this process, as needed.

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For residents transferring in:

Program Director: Obtains written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident from the previous program.

GME OFFICE: Provides assistance with this process, as needed.

For residents completing the program:

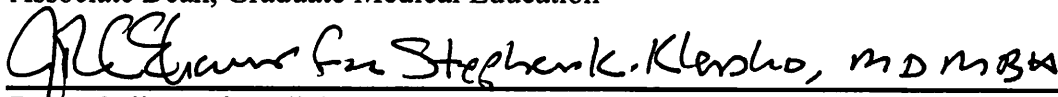
Program Director: Completes a summative evaluation of the resident's total performance, including performance during the final evaluation period, and verifies that the resident has demonstrated sufficient professional ability to practice competently and independently. A copy of the evaluation must be maintained in the resident's program file.

GME OFFICE: Verifies that each finishing resident has a completed summative evaluation.

APPROVED:



Associate Dean, Graduate Medical Education



Dean, College of Medicine

c:p&p\transfer resident

REVIEWED, REVISED, APPROVED – 10/2011