

## Process for Accepting Transferring Residents

According to ACGME Institutional Requirements, the institution and our ACGME-accredited programs are at risk for loss of accreditation if non-eligible residents are accepted into our training programs. For that reason, when applicants for positions are under consideration via transfer, the GME Office must be included in the process. The process follows the sequence:

1. Application is made by an individual to transfer from another ACGME-accredited program.
2. The receiving program reviews supporting documentation. If the applicant is considered to be suited to the position, the program obtains further information as appropriate and completes the checklist below.
3. The completed checklist is sent to the GME Office for review.
4. The GME Office will review the information and communicate approval/non-approval to the program within one day of receipt of a completed checklist.
5. If the GME Office approves, the position may be officially offered to the applicant.

<input checked="" type="checkbox"/>	Item	Comments
	Do <b><u>not</u></b> offer position until checklist is completed	
	CV reviewed by Program Director	
	Medical school: <ul style="list-style-type: none"> <li>• Graduation date:</li> <li>• If US, get Dean's Letter</li> <li>• If international medical school, check acceptability to TMB at <a href="http://www.tmb.state.tx.us/professionals/physicians/applicants/physicianapplicants.php">http://www.tmb.state.tx.us/professionals/physicians/applicants/physicianapplicants.php</a> (click on 'Substantial Equivalence')</li> </ul>	
	USMLE scores: Step 1 _____ number of attempts _____ Step 2 _____ number of attempts _____ Step 3 _____ number of attempts _____  <u>Note:</u> TSBME requires the following for licensure: <ul style="list-style-type: none"> <li>• All steps passed within 7 years</li> <li>• Each step – maximum of 3 attempts; allowance for a 4<sup>th</sup> attempt if only 1 step pending</li> <li>• Please see the TSBME Rules for more information</li> </ul>	
	ECFMG Certificate: Date _____ Number _____	
	Obtain a signed release to speak to particular individual(s) involved in the applicant's medical education (e.g., program directors) and/or written documentation of training and evaluations to date	
	Residency #1: <ul style="list-style-type: none"> <li>• Dates:</li> <li>• Letter from Program Director:</li> <li>• Phone call to Program Director if appropriate:</li> </ul>	

	<p>Residency #2 (if applicable):</p> <ul style="list-style-type: none"> <li>• Dates:</li> <li>• Letter from Program Director:</li> <li>• Phone call to Program Director if appropriate:</li> </ul>	
	<p>Why switching program?</p>	
	<p>Unexplained time periods on CV:</p>	
	<p>Current Licensure:</p> <ul style="list-style-type: none"> <li>• Check State Medical Board website (see <a href="http://www.fsmb.org/">http://www.fsmb.org/</a> for a directory of all state medical boards)</li> </ul>	
	<p>ABMS Board Certificate/Eligibility? Check with ABMS Board if any doubt about months of credit to this point. Get letter or email from the board, or send them a letter confirming a verbal conversation.</p> <ul style="list-style-type: none"> <li>• Has taken boards?</li> <li>• Deficiencies?</li> <li>• Eligible for ___ months toward _____ ABMS Certification</li> <li>• Letter from ABMS</li> </ul>	
	<p><i>ACGME Common Program Requirements II-C:</i>  Resident Transfer - To determine the appropriate level of education for a resident who is transferring from another residency program, <b>the program director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident, including an assessment of competence in the six areas described in section IV.B., prior to acceptance into the program.</b> A program director is required to provide verification of residency education for any residents who may leave the program prior to completion of their education.</p>	
	<p>If applicant needs a <b>visa</b>, check with International Services re: application process.  <b><i>Please don't proceed until this is clear.</i></b></p>	
	<p>Obtain a signed release for <b>security background check</b>. All must be completed (and any convictions must be reviewed and approved by the ADGME and UTHSC Chief of Police) before a contract can be given.</p>	
	<p>We pay at PGY level of our program, not at level of previous training.</p>	
	<p>You <u>cannot</u> ask about disabilities, illnesses, family problems or illnesses. You <u>can</u> ask about Academic Failures, Probation, Evaluations, etc. If a candidate asks for special accommodations (religious holidays, military leave, disability accommodations, etc.) Ask the candidate to articulate the request in writing after he/she is accepted. Tell the candidate that we meet all reasonable accommodations and legal requirements, but that these issues do not affect acceptance into the program.</p>	

