Q: A Program Director asks, “I've been contacted by a resident who wants to transfer into my program. What things do I need to consider?”

A: This is an interesting and potentially complex issue. Before any action is taken, consider the following:

- **Is there capacity in your program?** We need to know that your program can accommodate another resident - that there is room for the individual to be educated/trained here (not just that we could use more people).
  - **Yes** - if there is ‘headroom’ in your RRC-approved resident complement, this simplifies matters. If the program recently experienced attrition, there may be pressure to fill the position – be certain that the applicant is qualified and would fit well in the program.
  - **No** - you will need to ask the RRC for approval for a temporary or permanent increase in resident complement (more about that below).

- **What is the motivation for transfer?** Sometimes (not necessarily the case here, but sometimes) applicants for transfer are not good investments for your program. The individual may not be succeeding in the current program - and may have been told that his/her contract would not be renewed. This is obviously something that you need to be fully informed about.

- **Has s/he spoken with his/her current Program Director about moving?** This is a sensitive issue – don’t proceed without communicating with that individual (envision the circumstances if your positions were reversed). After one or two conversations with an individual interested in transferring into your program, it is appropriate to insist that s/he inform the current Program Director before further communications.

- **Match issues?** If the resident matched into his/her current program, it may be necessary to obtain an NRMP waiver. This is very fact-specific, so it’s difficult to know without full information about a situation.

- **Is there a visa issue?** J-1 is the strongly preferred visa. H visas carry much more administrative burden - please see [http://www.uthscsa.edu/gme/Policies/2.1.14%20resident%20visas.pdf](http://www.uthscsa.edu/gme/Policies/2.1.14%20resident%20visas.pdf) for more information.

- **Is there a Board issue?** Every ABMS Board has unique policies and procedures – determine whether the individual would be eligible to graduate on time if s/he transfers.

- **Does your program have funding available?** Residents must have appropriate compensation and benefits.
  - **Yes** – If the program has an unfilled position, that funding may have been moved temporarily to another program. The GME Office can help you reconfirm with the appropriate hospital source’s administrator.
  - **No** - If funding is promised by the ‘sending’ organization (sometimes the case when a program is being closed by its sponsoring institution), we’d need written guarantee of funding transfer – and a definitive review to determine what level of funding that would actually be (need to check with Bill Bedwell at UHS).

If all items above check out, the program can move to the next level of consideration.
1. **Obtain all the information required for a transferring resident** – this is basically the same application information you require for all applicants, as well as performance documentation from the residency program in which the applicant is currently enrolled. See GME policy at http://www.uthscsa.edu/gme/Policies/4.3.1%20Resident%20transfer%202008-04.pdf and the checklist at http://www.uthscsa.edu/gme/Policies/4.3.1.1%20residenttransfer%20checklist.pdf – and review all transcripts (GME rotations, evaluations, letter from his PD, etc). If all looks well, then

2. **Conduct an interview.** It is strongly recommended that the program conduct a formal in-person interview of the applicant, with participation of residents and faculty members, before a final decision is made.

3. **Decide.** If the applicant would be a good fit within the program, and is considered likely to be successful in acquiring the required general and disciplinary competencies, then a decision can be made. *(Please don’t offer a position in the absence of RRC approval of sufficient resident complement, or of identified funding.)*

4. **ACGME approval.** If the program needs a temporary increase in resident complement, go thru WebAds, fill in the form (they’ll request educational justification, your correction of any existing citations, etc.), and *don’t* submit it but print it and send to me for a quick turn-around review. Once approved, it can be submitted.

5. **Position offer.** Details of start time, etc. depend on completion of all required entry parameters, including TMB PIT. If all goes smoothly with a PIT application, it can still take weeks-months, and the individual cannot enroll until the PIT(or license) is received. If the resident is enrolled in another Texas program, and is working with a PIT, s/he would need to apply for a change – usually such a change is faster than the initial application.