

 <p><b>All HFHS Includes:</b>          Behavioral Health Services          Community Care Services          Corporate Services          Henry Ford Hospital          Henry Ford Medical Group          Kingswood Hospital          Macomb Hospitals          West Bloomfield Hospital          Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Resident Transfers (MEP 216)		<b>Policy No:</b> MEP 216
	<b>Type of Document:</b> Policy		
	<b>Applies to:</b> Tier 3: Department <b>Business Unit:</b> All HFHS <b>Site:</b> [Site] <b>Department:</b> Graduate Medical Education		
	<b>Category:</b> Clinical <b>Sub-Category:</b> Graduate Medical Education		<b>Current Approval Date:</b> 6/9/2017 <b>Last Revision Date:</b>
	<b>Owner:</b> Graduate Medical Education <b>Policy Management</b>		<b>Approver:</b> HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	<b>Related Policy/Procedure:</b> <i>Include title and number</i>		
	<b>Author:</b> Graduate Medical Education Policy Management		
	<b>External Regulatory Requirement:</b> ACGME, AOA, CPME, State of Michigan Bureau of Health Professionals		
	<b>Audience:</b> Administrative Support Staff, Residents/Fellows		
<b>Key Words:</b> change programs; transition			

**Background:**

Residents may wish to transfer from one graduate medical education program to another, either within or external to the Sponsoring Institution. Transfers must be conducted in a professional manner that allows for the optimal transition for the resident and for the programs.

**Policy:**

Residents may wish to transfer from one graduate medical education program to another, either within or external to the Sponsoring Institution. Transfers must be conducted in a professional manner that allows for the optimal transition for the resident and for the programs.

**Procedure:**

1. A resident considering another residency program may contact the program director of the desired program to discuss the possibility of a transfer.
2. The resident must inform the current program director of his or her desire to transfer to another program, prior to any formal interview for such a transfer, and facilitate the communication of the two program directors relating to the transfer.
3. The resident must give the current program director a minimum 30-days written notice of the transfer date.
4. The program director will write a detailed transfer letter specifying the resident's progress in each of the core competencies and an overall assessment of the resident's performance prior to transfer to the new program. This letter must be sent to the accepting program director and be included in the resident's educational file.

5. The director of the program from which the resident transferred will forward the resident's academic and employment files to the program accepting the resident.
6. To accept a transfer into a HFHS program, the HFHS Program Director must:
  - a. **discuss the potential transfer with the Director of Medical Education and notify the Medical Education Department;**
  - b. review the resident's reasons for requesting a transfer;
  - c. determine if there is adequate space in the program and ensure that the addition of the resident will not adversely affect the program;
  - d. discuss the resident's performance with the current program director and make a determination regarding the resident's academic fit within the program
  - e. determine, based on the previous experience of the resident, the program year and requirements that the resident must meet in order to successfully complete the residency program; and
  - f. determine if there is a visa, licensure or other regulatory issues that may impact the transfer.