

UMC Policy on Resident Transfers and Re-hiring

The University Medical Center understands that residents, for various reasons, may choose to change their career choice during residency training, giving rise to transfer between academic departments within the University, or re-hiring into the University after resignation or dismissal. This policy does not apply to outside applicants or to transfers or changes in position within a department such as transition into a fellowship within the same department. In addition, for residents in good standing in preliminary programs who are matched through the NRMP to another specialty, transfer into the subsequent program is an expected step in their training. In such cases, the program director of the preliminary year program should forward a letter to the accepting program director, but approval of this type of transfer is not necessary.

The University of MS Medical Center understands that:

- Residents have a right to choose a program and a field of medicine in which they will be happy.
- Programs have a right to choose the best applicants for their positions.
- The overall goal is to train good physicians and protect the integrity of the programs and the institution.

In accordance with ACGME Document II.C on Resident Appointment and Transfers, the program director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation, including an estimate of competence, of the transferring resident prior to acceptance into the program. 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.

- The initial contact with a department should be, ideally, resident initiated.
- Following resident contact, the contacted department may interview the resident confidentially and discuss available positions/options, but NO assurance of employment or formal offer can be made until the transferring department is made aware of the contact and a residency director's letter is received from the resident's current or formal department. Residents may seek transfer only into open slots. The residency director's letter must contain information on the resident's academic performance/problems, interpersonal and administrative skills, professional demeanor and conduct and any disciplinary warnings or actions taken. Finally, a list of rotations successfully completed and verification of training must be included. (see attached example letter).
- The resident may obtain letters of recommendation from other UMC faculty with whom they have worked in addition to the program director, but a letter from the PD is required.
- A release of information is not necessary for programs to access resident information in UMC files.
- All residents seeking transfer or re-hire will be made aware by the accepting program that their employee file in Human Resources at UMC is open for the program's review.

- All programs involved in resident transfers and re-hiring will advise Human Resources of the resident seeking transfer or re-hire. HR will make available information kept in the resident's HR file for review by the program director and/or Chairman. In addition, HR may assist with additional legal information kept in separate files.
- All residents seeking transfer or re-hire will be made aware by the accepting program that their resident file, and information contained therein, from the previous program may be made available to the receiving department. The receiving program may request any additional material deemed pertinent to making a decision regarding acceptance of the resident.
- While there is no breach of contract clause in resident contracts, residents will be informed that professional standards dictate a minimum of 30 days notice be given to their present residency program.
- All offers of transfer or re-hire must be approved by the Associate Dean for Graduate Medical Education and, ultimately, the Vice Chancellor. The Chairman or residency director will request approval prior to any offer being made to the resident.

Attachments (2): Example Program Director Letter, Approval form

EXAMPLE PROGRAM DIRECTOR'S LETTER

To: *Receiving Residency Director*

Re: *Residents name*

Performance Summary

Dr. *name* entered the *residency program* on *begin date*, having received his medical degree from *name of medical school*. *If the resident had previous residency, military or private practice experience, a comment regarding this should be made.* Throughout residency, his progress and performance has been *entirely regular and without administrative or academic problems or identify any problems. If the resident's course included probation, warnings, disciplinary actions, administrative problems, professional/conduct/ethical problems or required remediation, a statement to that effect, including successful resolution, should be included.* Dr. *name* is currently a PGY (*level*) resident and is expected to successfully complete all requirements on *end date*.

Dr. *name* has successfully completed the following rotations in our residency program: *(list)*

Based on his performance in our program, Dr. *name* received *describe performance (such as consistently above average ratings) in the areas of medical knowledge, clinical competency, diagnostic ability and interpersonal skills. Additionally, his attendance, interest, and rapport with staff and colleagues were deemed satisfactory or unsatisfactory. (Add specifics as appropriate here.)* Strengths include: *specific comments and "quotes" from rotation evaluations.* Areas for improvement include: *specific comments and "quotes" from rotation supervisor evaluations.*

Additional achievements during residency include *awards, research, presentations, offices (chief/assistant chief), and student teaching involvement.*

Give summary statement and recommendation of resident. Include a statement concerning approval to release or not release the resident from his contract should a position in the other department be offered.

If you have further questions, please give me a call at: *phone number*.

Sincerely,

residency director's name and signature

Residency Director

Approval for Resident Transfer or Re-Hire

Resident seeking transfer/re-hire: _____

Previous Training at University of MS Medical Center:

Department(s): _____

Dates of Attendance: _____

Reason(s) for resident seeking transfer or re-hire:

I, (residency director/Chairman) of the Department of (accepting department), verify that I have followed the procedure outlined in the UMC-GMEC Policy for Resident Transfers and Re-hiring, and have extended an offer for a (PGY level) position to (resident name) beginning (anticipated start date). The resident and I understand that this position is pending the final approval of the Associate Dean for Graduate Medical Education or the Vice Chancellor.

Comments by accepting department:

Respectfully submitted:

Chairman/Residency Director Accepting Department

Date

Approved:

Vice Chancellor/Associate Dean for GMEC

Date