



OMEKO

Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) on May 23, 2023

Effective Date: July 1, 2023

Review Date: November 2025

Next Review Date: August 2030

Corresponding Forms/Templates/Pathways: [External Resident Transfer Checklist.docx](#)

Policy Title: Transfers External to the OSU-CHS/OMEKO Sponsoring Institution Policy

Purpose: Defining requirements for resident transfers

Policy Type: Sponsoring Institution Policy

Definition: Residents are considered as transfer residents under several conditions including:

1. Resident is moving from one program to another from a different Sponsoring Institution and within the same or different specialty.
2. Resident is entering a PGY-2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school).

PROCEDURE:

Any residents transferring into a program under OSU-CHS/OMEKO (Osteopathic Medical Education Consortium of Oklahoma) should adhere to the Common Program Requirements as follows:

3.3. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation. (Core)

3.3.a. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGMEI Milestones evaluations from the prior training program upon matriculation. (Core)

3.5. Resident Transfers The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation. (Core)

3.4. Resident Complement The program director must not appoint more residents than approved by the Review Committee. (Core)

In cases where a resident may be off cycle, there should be a request posted to the RRC for a temporary complement increase to satisfy this requirement.

Further restrictions should be reviewed within your specific residency program. Based on your residency training, you may have requirements for patient panels, procedural numbers, etc. It is the responsibility of the program director to ensure that incoming residents meet all requirements as dictated by the specialty program requirements.

DIO (Designated Institutional Official) oversight: The Program Director must obtain approval from the DIO prior to providing a final offer or contract to a resident transferring into a program under the Sponsoring Institution.

Before accepting a resident, who is transferring from another program, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance, and Milestones evaluations upon matriculation of the transferring resident.

If a resident contacts the receiving PD (Program Director) for a potential transfer, the PD must inform the resident that they must discuss a potential transfer with their current PD before any further discussions can transpire.

Required documents must be maintained in the Transfer Resident's permanent file.

Failure to obtain written acknowledgement could result in the disallowance of transfer.

Program Directors should act within the most current Match regulations before discussing transfers.

The Program Director should complete a CCC (Clinical Competency Committee) evaluation within three months of entry into the residency program to assure that they are progressing to meet the expected milestones of the program. The transferring resident should not be given any assurances of advanced standing (if applicable) until the completion of this meeting.

Program Directors must complete the External Resident Transfer Request located on the OSU GME (Graduate Medical Education) website or through the DIO's office.

Program Directors that do not adhere to the transfer policy may have their decision to accept the trainee overturned.

References:

ACGME Common Program Requirements

3.5. Resident Transfers The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation. (Core)

ACGME Sponsoring Institutional Requirements

4.2. Resident/Fellow Appointments The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance. (Core)