Information is required in the transfer letter

All ACGME programs must have a letter from the previous program (current) for all residents transferring into another ACGME program (receiving) at UCD SOM. This information must be in the resident’s file for the site reviewer.

ACGME Common Program Requirement (effective July 1, 2011)

III.C.1: Resident Transfers: 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 of the transferring resident.

III.C.2. A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

The ACGME definition of Transfer Resident:

Residents are considered as transfer residents under several conditions including:
   a. moving from one program to another within the same or different sponsoring institution;
   b. entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school).

What is required of the “receiving program”

Before accepting a transfer resident, the program director of the ‘receiving program’ must:
   a. obtain written or electronic verification of previous educational experiences
      1. Examples could include a list of rotations completed, evaluations** of various educational experiences, procedural/operative experience.
   b. a summative competency-based performance evaluation from the current program director.

What is required by the “sending program”

The “sending” program should provide the “receiving” program a statement regarding:
   a. resident’s current standing as of one-two months prior to anticipated transfer
   b. a statement indicating when the summative competency-based performance evaluation will be sent to the “receiving” program.

An example of an acceptable verification statement is:

“(Resident name) is currently a PGY (level) intern/resident in good standing in the (residency) program at (sponsoring institution). S/he has satisfactorily completed all rotations to date, and we anticipate s/he will satisfactorily complete her/his PGY (#) year on June 30, (year). A summary of her/his rotations and a summative competency-based performance evaluation will be sent to you by July 31, (year).”

**Note: H:\Program Coordinators PD information\What information is required in the transfer letter What to look for.doc

Formative evaluations = feedback. These evaluations are used for improvement and reinforcing skills and behaviors. These are the rotation evaluations.

Summative evaluations are overall assessments used to determine if the resident meets performance standards, may be standardized or provide grade relative to peers.

Additional information you may want to consider when you reviewing transfer letters

1. Any gaps in training or time away from the program
2. Did the overall evaluation include evaluative information helpful to your program

All “transfer letters” must be sent and or received by July 31st