



UCLA GME Trainee Transfer Policy

PURPOSE

The purpose of this policy is to ensure resident and fellow transfers into and out of UCLA programs include all required documentation and notifications.

SCOPE

This policy applies to all ACGME-accredited residencies and fellowships sponsored by UCLA DGSOM.

DEFINITIONS

Residents/fellows are considered 'transfer' residents/fellows under these conditions:

- Transferring to/from a UCLA GME program from/to a program at a different sponsoring institution.
- Transferring from a UCLA GME program to another UCLA GME program outside the NRMP Match.

ABMS – American Board of Medical Specialties

ACGME – Accreditation Council for Graduate Medical Education

NRMP – National Resident Matching Program

POLICY

Before accepting a trainee 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.

The UCLA program director must review NRMP Match history to verify that this is no prior Match commitment that would constitute a Match violation before a transfer offer is made and it is recommended to review NRMP Match history prior to interviewing transfer candidate.

The UCLA program director must consult with the resident's/fellow's current program director regarding the transfer before accepting the resident/fellow. This should be done as early as possible in the discussion with a prospective transfer candidate and before any offer of a position is made. In this circumstance, trainees are expected to continue training in their current program until the end of their current appointment according to the terms of their Residency/Fellowship Position Appointment, unless an earlier resignation is mutually agreed upon by the trainee and their current program director.



PROCEDURES

Pre-Offer Checklist for Transferring Resident

- NRMP Match history reviewed –
 - Verified that there is no prior Match commitment in the NRMP Match History that would constitute a Match violation before a transfer offer is made
 - Recommend NRMP Match History reviewed prior to offering interview for a transfer position
- ACGME Specialty Requirements and ABMS Specialty Requirements for transfers reviewed for any additional specialty-specific requirements.
- Summative competency-based performance evaluation provided to the accepting program:
 - Discussion of the performance evaluation between the trainee's current program director and accepting program director
- DIO review & confirmation of eligibility for transfer

Documentation requirements for training file – received by accepting program within 30 days of transfer:

- All evaluations of the trainee
- Summative ACGME Milestones evaluations
- Completed rotations
- Procedural/operative experience (if applicable)

PRELIMINARY YEAR RESIDENTS

Residents entering a PGY-2 program requiring a preliminary year must have required documents exchanged between programs. This applies to residents who complete their PGY-1 year in a UCLA GME program or an outside program.

Documentation requirements for training file – received by accepting program within 30 days of transfer:

- All evaluations of the trainee
- Summative ACGME Milestones evaluations
- Completed rotations
- Procedural/operative experience

FORMS

REFERENCES

Resident Transfers – Section III.C. - ACGME Common Program Requirements -
<https://www.acgme.org/programs-and-institutions/programs/common-program-requirements/>



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CONTACT

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REVISION HISTORY

Effective Date: 10/22/2024

APPROVED:

GMEC 10/22/2024

APPROVAL:

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UCLA David Geffen School of Medicine

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