

**LEHIGH VALLEY HOSPITAL
LEHIGH VALLEY HOSPITAL – MUHLENBERG
Graduate Medical Education**

GME Policy - Resident Transfers

I. Introduction

At times programs have open positions from either attrition or expansion or in special circumstances create new positions and need to recruit residents. These new positions are often above the PGY I training level. Programs may choose to accept residents from other training programs at Lehigh Valley Health Network (LVHN) or from other programs.

II. Recommendation

1. Graduate trainees transferring into a graduate training program at LVHN from another graduate training program must meet the requirements outlined in the institution' s Eligibility, Selection, Recruitment, and Appointment of Residents policy.
2. Graduate trainees transferring from an LVHN graduate training program must meet the appropriate parts of the procedure outlined below.

III. Procedure

1. Before accepting a graduate trainee who is transferring from another program, the program director must obtain:
 - a. Written or electronic verification of previous educational experiences
 - b. A summative competency-based performance evaluation of the transferring graduate trainee
 - c. A written or electronic letter of recommendation from the graduate trainee's current program director
 - d. Complete the following checklist prior to making an offer:
 - Have the two documents listed in item 1a and 1b
 - Determine the amount of credit that can be applied from prior program to the current one
 - Determine if any issues will require additional action and take that into consideration for setting a start date
 - Provide firm dates as to completion of forms and submission of license documents

- Schedule an individual orientation if regularly scheduled orientation is not realistic
2. A graduate trainee transferring out of a graduate training program sponsored by LVHN must do the following:
 - a. Notify his/her program director in a timely manner
 - b. Complete all program specific requirements and all program specific exit requirements
 - c. Meet with the program director to review and sign the final verification of training
 - d. Complete all office of graduate medical education. Human resource and other requirements, including retuning of all equipment.
 3. Program directors who have residents transferring from their programs must provide a verification of the resident's/fellow's status in the program and complete a summative performance evaluation for the resident/fellow and the next program director in a timely manner.

Approved by the Graduate Medical Education Committee

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