

# WU/BJH/SLCH GME Consortium

## Checklist for

### Accepting Transfer Residents

According to ACGME Institutional Requirements, the institution and our ACGME-accredited programs are at risk for loss of accreditation if non-eligible residents are accepted into our training programs. For that reason, when applicants for positions are under consideration via transfer, the GME Office must be included in the process. The process follows the sequence:

1. Application is made by an individual to transfer from another ACGME-accredited program.
2. The receiving program reviews supporting documentation. If the applicant is considered to be suited to the position, the program obtains further information as appropriate and completes the checklist below.
3. The completed checklist must be retained in the applicants file for review upon request at future internal and external site reviews of the training program.

Item	Comments
<b>Do <u>not</u> offer position until checklist is completed</b>	
CV reviewed by Program Director	
Medical school:  Graduation date:  If US, get Dean's Letter  If international - medical school:  ECFMG Certificate: Date _____ Number _____	

<p>USMLE scores:</p> <p>Step 1 _____ number of attempts _____</p> <p>Step 2 _____ number of attempts _____</p> <p>Step 3 _____ number of attempts _____</p>	
<p>Obtain a signed release to speak to particular individual(s) involved in the applicant's medical education (e.g., program directors) and/or written documentation of training and evaluations to date</p>	
<p>Residency #1:</p> <p>Dates:</p> <p>Letter from Program Director:</p> <p>Phone call to Program Director if appropriate:</p>	
<p>Residency #2 (if applicable):</p> <p>Dates:</p> <p>Letter from Program Director:</p> <p>Phone call to Program Director if appropriate:</p>	
<p>Why switching program?</p>	
<p>Unexplained time periods on CV:</p>	
<p>Current Licensure:</p> <p>Check State Medical Board website (see <a href="http://www.fsmb.org/">http://www.fsmb.org/</a> for a directory of all state medical boards)</p>	
<p>ABMS Board Certificate/Eligibility? Check with ABMS Board if any doubt about months of credit to this point. Get letter or email from the board, or send them a letter confirming a verbal conversation.</p>	

<p>Has taken boards?</p> <p>Deficiencies?</p> <p>Eligible for ___ months toward _____ ABMS Certification</p> <p>Letter from ABMS</p>	
<p><i>ACGME Common Program Requirements II-C:</i></p> <p>Resident Transfer - To determine the appropriate level of education for a resident who is transferring from another residency program, <b>the program director <u>must</u> receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident, including an assessment of competence in the six areas described in section IV.B., prior to acceptance into the program.</b> 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.</p>	
<p>If applicant needs a <b>visa</b>:</p> <p>Contact the Barnes-Jewish GME Office at 314-362-1935 for:</p> <p>-- J-1 visa applications</p> <p>--H1B visa:</p> <p>WU/BJH/SLCH GME Consortium will no longer apply for, or support <u>new</u> H1B visas, unless the applicant has no other visa option available to them. However, the GME Office will assist transfer applicants currently holding an H1B with the transfer process.</p> <p><b><i>Please don't proceed until this is clear.</i></b></p>	
<p>You <u>cannot</u> ask about disabilities, illnesses, family problems or illnesses. You <u>can</u> ask about Academic Failures, Probation, Evaluations, etc. If a candidate asks for special accommodations (religious holidays, military leave, disability accommodations, etc.) Ask the candidate to articulate the request in writing after he/she is accepted. Tell the candidate that we meet all reasonable accommodations and legal requirements, but that these issues do not affect acceptance into the program.</p> <p>GMEC Revised/Approved 11/14/2011</p>	

