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POLICY ON HOUSE STAFF TRANSFERS

Program Directors must notify the VUMC Office of Graduate Medical Education prior to accepting a House Staff transferring to VUMC from another institution. All House Staff transferring into VUMC GME training programs must satisfy the conditions of employment as contained in this manual ([Section I.A. CONDITIONS OF EMPLOYMENT AND CONTINUED EMPLOYMENT](#)).

The transferring House Staff (either coming to VUMC or VUMC House Staff leaving) will be required to sign a “Release of Information and Waiver of Liability” form to facilitate information exchanged between institutions. Any other release of information and waiver of liability forms will be used at the discretion of the DIO. The Program Director also must obtain a final verification of the previous educational experiences, a statement regarding the performance evaluation of the transferring House Staff, and a summative assessment of competence in the following areas:

- Patient Care
- Medical Knowledge
- Practice-Based Learning and Improvement
- Interpersonal and Communication Skills
- Professionalism
- Systems-Based Practice

For House Staff completing their program or transferring from VUMC to another program, VUMC Program Directors are required to document verification of program completion or final status for all graduating or transferring residents and fellows within 30 days of receiving the appropriate release. They must also provide verification of an individual trainee’s completion within 30 days of receiving the appropriate release upon the trainee’s request.

Program Directors should also provide, after the appropriate release is signed, residency final summative evaluations to other requesting residency and fellowship programs for any House Staff who may leave the program prior to completion of their education or on completion of the program. Program Directors must provide the final evaluation to House

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Staff within 30 days of completion of the program.

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