

POLICY ON HOUSE STAFF TRANSFERS

When an individual wishes to transfer from another residency or fellowship program to a VUMC program and is evaluated as listed above, prior to transfer, in accordance with the requirements set forth below the VUMC Program Director must obtain an appropriate release signed by the individual seeking transfer. They must obtain a final verification of the previous educational experiences as well as a statement regarding the performance evaluation of the transferring House Staff, with compliance with residency training requirements 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

The VUMC Office of Graduate Medical Education must be notified prior to accepting a transferring House Staff as described above. 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.

In addition, VUMC Program Directors are required to document verification of program completion for all graduation residents and fellows within 30 days of receiving the appropriate release, provide verification of an individual trainee’s completion 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.