

I. POLICY STATEMENT

The University of Florida College of Medicine (UF COM) shall seek to recruit highly qualified and outstanding candidates from accredited medical schools and programs. The Association of American Medical Colleges Electronic Residency Application Service® (ERAS®) in collaboration with the National Residency Match Program (NRMP) provides a standard application. Residents and fellows accepted outside this pathway should have a standard application form.

II. REASON FOR POLICY

The purpose of this policy is to establish guidelines for the recruitment of residents and fellows taken outside of the AAMC/NRMP (or other nationally recognized match processes) pathway, in accordance with federal law, state law, and institutional policies.

III. SCOPE

This policy applies to all residents and fellows (hereinafter “Housestaff”) in training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), or approved by the American Board of Medical Specialties (ABMS), and/or sponsored by the UF College of Medicine.

IV. DEFINITION OF TERMS

- a. Housestaff are considered transfer residents/fellows under several conditions, including:
 - i. Moving from one program to another within University of Florida Graduate Medical Education (UF GME) or between different Sponsoring Institution(s) and within the same or a different specialty.
 - ii. Entering an advanced program at the PGY-2 level requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school). This applies to residents who complete their PGY-1 year in a UF GME program or an outside program.
 - iii. Entering a second preliminary position after completion of a preliminary PGY-1 year.

- iv. Entering a subsequent residency or fellowship program after successfully completing a residency or fellowship program at UF or any other institution.
- b. The term “transfer resident” does NOT apply to a resident who has successfully completed a residency program and then is accepted into a subsequent residency or fellowship program.

V. PROCEDURES

- a. Housestaff transferring into a UF GME program or entering a UF GME program outside the AAMC/NRMP match process or other nationally recognized match
 - i. DIO oversight: For any documents indicating concern as to a resident’s competency in any areas of the ACGME’s six competencies, the Program Director must obtain approval from the DIO prior to providing a final offer or contract to a resident transferring into a UF GME residency program.
 - ii. Before accepting a housestaff 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 and Milestones evaluations.
 - iii. Before accepting a housestaff who is transferring from another program, the Program Director must obtain verification (written and/or verbal) of any practice affiliations (partners, hospitals, etc.), and should include:
 - 1. if transfer resident candidate was in good standing,
 - 2. had any actions taken against him/her, and/or
 - 3. if there were any concerns about fitness to practice medicine
 - iv. The following documents must be received in written or electronic form:
 - 1. From previous training program:
 - a. Final/exit evaluation including Milestones evaluation
 - b. Rotations completed
 - c. Procedural/operative experience
 - d. Summative competency-based performance evaluations
 - e. Additional documents as specified by the Review Committee
 - 2. From transfer resident
 - a. Completed UF GME application (see section below)
 - b. Certified transcripts of medical school education
 - c. A letter of recommendation from the prior Program Director
- v. For housestaff applying through a national application process that does not include a match, a standard national application may be accepted in lieu of the UF GME application. If the national application form does not include professionalism questions equivalent to those found on the UF

GME application, the shortened UF GME application should be used in addition to the national program application.

- vi. The required documents must be maintained in the Transfer Resident's training file.
- b. Housestaff transferring from a UF GME program
 - i. Required documentation when UF GME is sending a Transfer Resident to a new accepting program:
 1. Final/Exit evaluation including Milestones Evaluation
 2. Rotations completed
 3. Procedural/operative experience or case log
 4. Summative competency-based performance evaluations
 5. Additional documents as specified by the Review Committee

Revised and Approved by GMEC, 7/15/2021