

**020\_GMEC\_Resident Transfer Policy and Procedure**

Title:	<b>Resident Transfer Policy and Procedure</b>	Index Number:	<b>FM-GMEC-020</b>		
Scope of application:	<b>All Graduate Medical Education (GME) Programs</b>	Original Date:	Reviewed on:	Next Review Date:	
		<b>17.11.2005</b>	<b>15.01.2024</b>	<b>15.01.2027</b>	

**1. Purpose**

To define the procedures Residents, Program Directors, and Chairpersons must follow when a resident wishes to transfer to another residency program.

**2. Definitions**

2.1 *Current Residency Program:* The program in which the resident/fellow is currently enrolled. This applies for one year program in case of a preliminary program or more years for a categorical program.

2.2 *Receiving Residency Program:* The program which the resident wishes to transfer to.

**3. Policy**

In order for the program directors to make appropriate arrangements regarding program stability and maintain professional relationship and ethical standards, the following procedures must be followed when a resident wishes to transfer to another program:

3.1 Between American University of Beirut Faculty of Medicine and Medical Center sponsored programs

3.2 From an American University of Beirut Faculty of Medicine and Medical Center Sponsored Residency program to a program sponsored by another institution

3.3 From a program sponsored by another institution to an American University of Beirut Faculty of Medicine and Medical Center Sponsored program

The program director shall not initiate recruitment of a resident and discuss specific positions or arrangements with the resident without having a written notification from the resident's current residency program director. A resident shall not pursue a transfer prior to discussing his/her plans with the current residency program director.

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### 4. Procedures

#### A. Between American University of Beirut Faculty of Medicine and Medical Center sponsored programs

Residents must first meet with their current residency program director to discuss their plans. If the current residency program director refuses the resident's request, the resident must not continue to pursue the transfer. If the current residency program director accepts it, a written notification will be issued to the resident with a copy to the receiving program director. Only then the receiving program director can discuss the position transfer with the resident.

#### B. From an American University of Beirut Faculty of Medicine and Medical Center Sponsored Residency program to a program sponsored by another institution

Residents must first meet with their current residency program director to discuss their plans. If the current residency program director refuses the resident's request, the resident must not continue to pursue the transfer. If the current residency program director accepts it, a written notification will be issued to the resident with a copy to the receiving program director. If the resident insisted to continue with the transfer, the resident can submit his resignation, and the program director shall accept it with prejudice.

#### C. From a program sponsored by another institution to an American University of Beirut Faculty of Medicine and Medical Center Sponsored program



The resident must submit a written release from the current residency program director prior any discussion with the receiving residency program director.

Failure to abide by the above procedures may result in 1) Rejection of the transfer request, 2) Acceptance of the submitted request with prejudice, or 3) Filing a complaint to the receiving residency program and the Graduate Medical Education Committee.

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5. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024