

- III. Resident Appointments
 - A. Eligibility
 - B. Number of Residents
 - C. Resident Transfers
 - D. Appointment of Fellows and Other Learners

Common Program Requirement:

<p>A. <i>Eligibility Criteria</i> <i>The program director must comply with the criteria for resident eligibility as specified in the Institutional Requirements.</i> <i>[As further specified by the Review Committee]</i></p> <p>B. <i>Number of Residents</i> <i>The program director may not appoint more residents than approved by the Review Committee, unless otherwise stated in the specialty-specific requirements. The program's educational resources must be adequate to support the number of residents appointed to the program.</i> <i>[As further specified by the Review Committee]</i></p> <p>C. <i>Resident Transfers</i><ul style="list-style-type: none">1. <i>Before accepting a resident 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 of the transferring resident.</i>2. <i>A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.</i></p> <p>D. <i>Appointment of Fellows and Other Learners</i> <i>The presence of other learners (including, but not limited to, residents from other specialties, subspecialty fellows, PhD students, and nurse practitioners) in the program must not interfere with the appointed residents' education. The program director must report the presence of other learners to the DIO and GMEC in accordance with sponsoring institution guidelines.</i> <i>[As further specified by the Review Committee]</i></p>

Explanation:

Program directors should be familiar with and should comply with the sponsoring institution's written policies and procedures as well as the [ACGME Institutional Requirements](#) for **eligibility** (IR II.A.1.), selection (IR II.A.2.), and appointment (IR II.B-D.) of residents. There are also specialty-specific requirements for eligibility.

Program directors should avoid increasing the **number of residents** without obtaining prior Review Committee approval. To initiate a change (i.e., increase/decrease) in the approved resident complement, programs must login to the ADS and under "Request Changes" select "Approved Positions" from the menu. Specialties differ in the additional

III. Resident Appointments

A. Eligibility

B. Number of Residents

C. Resident Transfers

D. Appointment of Fellows and Other Learners

documents/information required to complete a complement change request. The content of this additional information is provided within ADS. All complement change requests are sent electronically to the DIO for approval except when permanent changes are requested during site visit preparation (DIO approval is provided via signature on the PIF). After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the Review Committee for review and a final decision. Consult specialty-specific requirements or contact the Review Committee executive director for more information or guidance.

Residents are considered as **transferring residents** under several conditions which include: when moving from one program to another within the same or different sponsoring institution; when entering a PGY2 program requiring a preliminary year, even if the resident was simultaneously accepted into the prelim PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school). Before accepting a transferring resident, the “receiving” program director must obtain written or electronic verification of prior education from the current program director. Verification includes evaluations, rotations completed, procedural/operative experience, and a summative competency-based performance evaluation. The term ‘transfer resident’ and the responsibilities of the two program directors noted above do not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

The presence of **other learners** in the program can benefit resident education by providing opportunities for interprofessional teamwork skill development and increasing appreciation and respect for other health professionals. There is also the potential that the presence of other learners can dilute the resources available for resident training, thus negatively impacting the learning environment. Program directors should follow their institutional guidelines as well as communicate with the DIO and GMEC on the number and impact of other learners.