

## **TERMINATING OR TRANSFERRING RESIDENCIES – (WCGME)**

When a resident plans to terminate their contract with WCGME or to change to another WCGME residency program the protocol is as follows:

- The resident should be counseled regarding the clause in the WCGME contract stating that a 30-day written notice is required to terminate their contract. This is required for changing programs within WCGME as well as terminating employment with WCGME.
- The resident should send a written notice of termination or program change to both WCGME and to their program director. This letter should be received at least 30-days prior to the effective date of termination.
- The Program Director should acknowledge the resident's termination letter in writing to the resident and forward a copy to WCGME.
- If a resident is transferring programs, the two affected program directors should discuss this transfer prior to the resident being offered a contract.
- The Program Director offering a contract must send a letter to WCGME authorizing WCGME to extend a contract stating the length of the contract and PGY-level of the individual.