

## POSTGRADUATE MEDICAL EDUCATION

### SCHULICH SCHOOL OF MEDICINE AND DENTISTRY

### TRANSFER POLICY

**Approved by PGME Committee:** December 16, 2020

**Approved by ECSC:** January 8, 2021

**Date of Next Scheduled Review:** 2024

#### Introduction

It is recognized that there may be occasions when a resident concludes that a transfer to another residency training program would be beneficial. The Schulich School of Medicine and Dentistry's Office of Postgraduate Medical Education tries to provide opportunities for program transfers when possible, while recognizing that funding, capacity, and other constraints limit the availability of program transfers and it is therefore not possible to accommodate all requests.

The following describes the principles and process which apply when a resident requests a transfer from one training program to another.

#### Policy References

- [AFMC Postgraduate Medical Education National Transfer Guidelines 2019](#)

#### Principles Governing Transfers

##### 1.1. General Principles

1. Wherever possible, transfers should not subvert or undermine the integrity of the CaRMS match.
2. All transfers must be processed through the Postgraduate Medical Education Office and be approved by the Associate Dean Postgraduate Medical Education.
3. Successful transfers require BOTH the acceptance of the receiving program and the release of the home program.
4. Discussions regarding transfers will remain confidential within the PGME Office until such time as the resident consents to disclosure.
5. All transfers are dependent on availability of funding.
6. It is the resident's responsibility to clear any return-of-service commitments with the provincial Ministry of Health.

## 1.2. Principles

1. Residents must have completed at least 6 months of residency before a transfer request can be made, ideally including at least one block in the discipline from which transfer is being requested.
2. Transfers within the last 6 months of a program will not normally be accepted, except in cases where the programs overlap significantly (eg. Family medicine to Public Health and Preventative Medicine)
3. Residents requesting a transfer may be required to meet with the Associate Dean Postgraduate Medical Education and/or the Associate Dean for Learner Experience (or designate) in order to discuss the reasons for the request and explore options.
4. Residents must meet the same criteria applied to those candidates in the receiving program who successfully matched through CaRMS.
5. Residents must be accepted by the receiving program according to the program's usual process and resident selection criteria. Programs have the right to not offer a residency position to applicants, and this decision cannot be appealed.
6. Transferring residents are responsible for contacting the CFPC or RCPSC to have their prior postgraduate training assessed for credit toward the new program. Until notification has been received from the appropriate College, the resident will be registered at the PGY1 level to ensure adequate funds are available for a complete training path. The resident may be advanced once the assessment of training is received, pending acceptance of the College's recommendation by both the Program and the Postgraduate Dean.

## Process for Transfers

### 2.1 Transfers between Schulich Programs involving PGY-1 Residents

1. To enquire about a transfer, residents must first contact the Manager in the Postgraduate Medical Education Office. A meeting with the Postgraduate Dean and/or the Associate Dean for Learner Experience (or designate) may then be scheduled. Residents will be directed to the on-line Transfer Policy and given instructions for preparing a transfer application, which will include a curriculum vitae and letter of intent. Copies of in-training evaluation reports and EPAs will be provided by the PGME Office to the requested program as part of the resident's transfer application.
2. For PGY-1 residents, transfer requests must be submitted by January 31 of their PGY-1 year. PGY-1 residents who will not have completed 6 months in their training program by January 31 because of off-cycle start dates may consider submitting requests in the fall transfer process (see below).
3. After January 31, the PGE Office will contact the programs to which transfer requests have been made to inquire about their capacity.
4. If a program identifies no capacity to consider a transfer, the resident will be notified and the application will not be forwarded to that program.
5. If a program identifies capacity to consider a transfer, any applications for transfer to that program will be forwarded for consideration.
6. Programs identifying capacity are not obligated to accept any resident, but must apply fair selection procedures including document review and/or interviews to enable decision-making.
7. Programs will make decisions about transfers, when possible, by March 31 of each year. The program will notify the PGME Office of its decision, and in turn the PGME Office will communicate the decision to the resident. AFMC changes to CaRMS deadlines may

impact transfer decisions.

8. Before accepting an offered transfer position, the resident must inform his or her program director and request a release from the program as of July 1 (or another date that is mutually acceptable to both program directors). The residents will continue in their current program until the transfer.
9. The PGME Office will issue a revised letter of appointment to successfully transferred residents once authorization letters from the new and former program directors are received.

## **2.2 Transfers between Schulich Programs involving PGY-2+ Residents and Off-cycle PGY-1 Residents**

1. The process for residents at or above the PGY-2 level is identical to that described above, except that transfers may be considered at two points during the year. Residents may submit transfer applications either by September 30 or by January 31. Applications submitted by September 30 will be considered by programs and decisions, when possible, will be made by November 30; applications received by January 31 will be considered by programs and decisions, when possible, will be made by March 31. If the resident is accepted for transfer, he or she must inform their program director and request a release from the program as of July 1 or another date that is mutually acceptable to both program directors. For transfers accepted in November, the earliest feasible release date is encouraged.
2. PGY-1 residents who wish to be considered for a transfer but who will not have completed 6 months of training by the January 31 deadline noted above (paragraph 2.1.2) may submit an application in the fall cycle. Such applications must also be received by September 30, and a decision will be required by November 30.

## **2.3 Transfer External to Schulich Programs**

1. Transfer requests to all other Canadian universities will occur in April, after completion of the internal transfer process. Transfer requests to programs in other Canadian medical schools will be considered during this period to accommodate residents who are requesting a transfer to another medical school or who have been unsuccessful in the internal transfer process. Residents must notify their home PGME Office of their request by March 31 of each year. The transfer requests are compiled centrally and reviewed by the Canadian Postgraduate Deans after the second iteration of the CaRMS match is completed.
2. If a resident is offered a transfer position in a program external to the Schulich School of Medicine and Dentistry, an official release is required from the program and from the Postgraduate Dean before the resident can accept the transfer offer. Confirmation of this release will be provided in the form of a letter from the PGME Office to the PG Dean at the receiving school. The expected release date will be July 1 (or another date if mutually acceptable to both institutions).
3. Funding is not portable and cannot follow the resident, either within or outside Ontario. Therefore, any transfers outside of Schulich will be funded by the receiving medical school.

## **2.4 Transfer Requests from Residents Outside of Western**

The National Transfer Guidelines apply. A resident who is interested in pursuing a transfer to another Canadian University must inform their home PGME office no later than March 31 of each year.