

**Schulich School of Medicine & Dentistry
Postgraduate Medical Education (PGE)
RESIDENT TRANSFER POLICY**

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.

1. PRINCIPLES GOVERNING TRANSFERS

1.1. GENERAL PRINCIPLES

1. Wherever possible, transfers should not subvert or undermine the integrity of the CaRMS match.
2. Each transfer request will be considered on its own merit; however, priority will be given to transfers based on evidence of wrong career choice or demonstrated need (eg. disability, health issues that prevent a resident from completing his/her initial program)
3. No program can be forced to accept a transfer nor be expected to accept a resident who does not meet the program's admission criteria.
4. All transfers must be processed through the Postgraduate Medical Education Office and be approved by the Postgraduate Dean.
5. Overall, transfers should not significantly alter the distribution of residency position allocation across schools and within disciplines.
6. Discussions regarding transfers will remain confidential until such time as the resident consents to disclosure.
7. Successful transfers require BOTH the acceptance of the receiving program and the release of the home program.

1.2. SPECIFIC 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. Residents should have sufficient exposure to the discipline to which they are requesting a transfer, either in the last year of medical school or during their residency.
3. Residents requesting a transfer may be required to meet with the Postgraduate Dean and/or the Associate Dean for Learner Equity and Wellness (or designate) in order to discuss the reasons for the request and explore options.
4. Residents should be of similar quality to successful candidates through the CaRMS match in the receiving program, which should use similar selection methods in considering transfer requests.
5. If a program identifies capacity to consider a transfer, this does not obligate the program to accept any particular applicant. Programs have the right to refuse to offer transfer to applicants, and this decision cannot be appealed.
6. 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)
7. Transferring residents are responsible to contact 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 lowest PGY 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.

2. 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 Equity and Wellness (or designate) may then be scheduled. Residents will be provided with a copy of the Transfer Policy and with instructions for preparing a transfer application, which will include a curriculum vitae and cover letter. Copies of their in-training evaluation reports will be provided by the PGE 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 PGE Office of its decision, and in turn the PGE Office will communicate the decision to the resident.
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).
9. The PGE 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 made by November 30; applications received by January 31 will be considered by programs and decisions 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. An intra-provincial (within Ontario) transfer process will occur in April, after completion of the internal transfer process. Transfer requests to programs in other Ontario medical schools will be considered during this period to accommodate residents who would

prefer a transfer to another medical school or who have been unsuccessful in the internal transfer process. Residents wishing to be considered for an intra-provincial transfer must notify the PGE Office of their request by March 31 of each year. The transfer requests are compiled centrally and reviewed by the Ontario Postgraduate Deans AFTER the second iteration of the CaRMS match is complete in mid-April.

2. Residents are free to seek transfer to programs outside of Ontario. In such instances, residents are encouraged to contact programs directly to inquire about transfer possibilities. Residents should advise the PGE Office if they are seeking transfer outside Ontario.
3. 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 PGE 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).
4. 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 to Schulich Programs from Residents Outside of Ontario

1. Residents from other Canadian and U.S. medical schools are free to contact PG program directors directly regarding program capacity and transfer possibilities. These residents should indicate their interest in obtaining a transfer to the PGE Office at their home medical school. Program directors may review such transfer requests according to the General Principles outlined above, and MUST contact the PGE Office regarding funding. No offer can be made without the approval of the PGE Office. These requests will be considered AFTER the internal and intra-provincial transfer processes are complete.