



RESIDENT TRANSFER POLICY

INTRODUCTION

It is assumed that at the time of the CaRMS match, trainees have ranked only acceptable career path programs. However, from time to time a resident may wish to transfer from one residency program to another at the University of Western Ontario. Although requests for transfers are infrequent, funding and other constraints limit the availability of program transfers and it is therefore not possible to accommodate all requests. The MOHLTC have recently added a small amount of increased flexibility into the transfer system but PGM:COFM and MOHLTC are required to address specialty specific human resource projections. The following describes the principles and process which apply when a resident requests a transfer to another training program within UWO. Requests for transfers to or from residents at other universities must be referred to the Postgraduate Medical Education Office. The following reflect guidelines from "National Principles for Crossovers and Transfers in Residency Programs" and "Principles for Transfer in Ontario Residency Programs" as well as the previous University of Western Ontario policy.

1. Ministry of Health Residents

1.1. GENERAL PRINCIPLES

- This process is not a "second CaRMS match" nor meant to undermine the integrity of the CaRMS match.
- 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.
- A program may be limited in its ability to accept a transfer by its capacity to train additional residents and maintain the educational standards of those already registered in the program.
- All transfers must be processed through the Postgraduate Medical Education Office and be approved by the Postgraduate Dean.
- Overall, transfers should not significantly alter the distribution of residency position allocation.
- Approved transfers occur at a time acceptable to both involved programs.
- The process is confidential.
- Residents will be encouraged to discuss their concerns with their program director but confidentiality will be maintained.

1.2. SPECIFIC PRINCIPLES

- Residents wishing to transfer to Family Medicine will be preferentially accommodated at any time.
- Residents must have at least six months of residency in the discipline from which they request transfer.
- 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.
- Residents matched through the second iteration of CaRMS are not eligible for transfer in the PGY1 year.
- The receiving program must apply similar selection criteria as used in the CaRMS match.
- Resident transfers will be considered if no more than 2 additional years of training are required for national certification.
- Each situation is unique and will be assessed on its own merits.

Three categories of transfers can occur:

- A. When there are compelling or extenuating circumstances that clearly require a transfer to resolve, a transfer may be approved with no penalty to the receiving program if the resident is accepted by the program. Failure to match to the desired discipline is not considered compelling grounds to justify a Category A transfer.
- B. When two transfers balance; for example, a resident wishes to transfer from program **X** to program **Y** and another resident at the same level wishes to transfer from **Y** to **X** resulting in no net change in both program resident allocation. This type of transfer is permitted if acceptable to both programs.
- C. Transfer requests which do not qualify as either 1 or 2 above, may occur if the program receiving the resident gives up a PGY-1 position for the next academic year which will be reallocated for that year to the program that gave up the resident. Training paths held by PGE Office may be used to facilitate transfers into designated programs at the discretion of the transfer committee.

1.3. PROCESS

- 1.3.1.** To enquire about a transfer, residents must first contact the Manager in the Postgraduate Medical Education Office. A meeting with the Postgraduate Dean may then be scheduled. Residents will be provided with a copy of the Transfer Policy.
- 1.3.2.** Category (as above) will be determined by an *Ad Hoc* Committee of the Postgraduate Manager, the Postgraduate Dean, a resident representative (selected by PAIRO) and the Dean responsible for Undergraduate Medical Education. The Postgraduate Dean will chair this Committee.
- 1.3.3.** Residents should not contact the potential receiving program until the transfer has been approved by the Postgraduate Office.
- 1.3.4.** When approved, the potential receiving program director will be notified by the PGE Office and the resident should then contact the new program director within 48 hours of such approval.
- 1.3.5.** The program and new program director will then consider the resident candidate using the selection process and criteria of that program. Notification of the PGE Office should take place in a timely manner. It is the program's decision whether or not the resident will be accepted in transfer.
- 1.3.6.** If accepted for transfer the resident's current program must be notified, if not already done, and agree to the date of transfer. The resident is expected to approach the program director as soon as acceptance is received (within 48 hours). The PGE Office will confirm the acceptable transfer as soon as necessary confirmations from programs are received. Transfers can only occur at a time that allows both programs to make necessary scheduling changes which often requires 2 to 3 months and maybe at the change of the academic year.
- 1.3.7.** If a transfer is approved but a suitable transfer can not occur at UWO, then a request may be made by the Postgraduate Dean to other Ontario universities to determine if an inter-university transfer is possible.
- 1.3.8.** If a training path is vacated in a training program, that program will have a period of 3 months to fill this position. If the path is still vacant at that time the funding reverts to the PGE Office.
- 1.3.9.** The transferring resident will need to contact RCPSC or CFPC to have their prior training assessed for credit towards the new program. Until notification has been received from the appropriate College, the trainee will be registered at the lowest applicable PGY level to ensure adequate funds are available for a complete training path. The resident will be advanced, if possible, once assessment notices have been received.

Revised and Approved UWO:PGE Committee, December 12, 2007

Approved UWO:PGE Committee, October 15, 2003