



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Policy

Transfer of Residency Programs					Class: B
Approved By:	NOSM Postgraduate Education Committee				
Approval Date:	2011 11 10	Effective Date:	2011 11 10	Review Date:	2020 01 07
Responsible Portfolio/Unit/ Committee:	Postgraduate Medical Education (PGME)				
Responsible Officer(s):	Associate Dean, PGME				

1.0 Purpose

The Northern Ontario School of Medicine Recognizes that there are occasions where a resident may decide that transferring to another residency training program would be beneficial. NOSM tries to provide opportunities for program transfer to its residents, while recognizing that funding, capacity and other constraints may limit the availability of transfer requests.

All Ontario medical schools handle transfers in accordance with Principles for Transfers in Ontario Residency Programs approved by the Council of Ontario Universities on October 2013 found here: [COU – Transfer Principles](#). Residents should familiarize themselves with these principles as well the NOSM specific process below.

At the beginning of January each year, the Postgraduate Medical Education (PGME) Office informs NOSM residents of this opportunity and advising them of the principles and procedures as follows:

2.0 Procedures

2.1 General Principles

2.1.1 Wherever possible, transfers should not subvert to the CaRMS match.

2.1.2 It is strongly encouraged that residents utilize the second iteration of CaRMS as a route to change programs that residents may use outside of the regular transfer process.

- 2.1.3 Resident must be released by their home program.
- 2.1.4 Residents must be accepted by their requested program.
- 2.1.5 Final approve of any internal transfer lies with the Postgraduate Dean.
- 2.1.6 Capacity, funding and other constraints may limit the availability of program transfers; it is therefore not possible to accommodate all requests.
- 2.1.7 The Postgraduate Deans at the respective Ontario schools will have the final approval regarding intra-provincial transfers, including funding availability.

2.2 Specific Principles

2.2.1 In addition to fulfilling the requirements of the general principles above, the following specific principles will apply to all transfer requests:

- Resident must have at least 6 months of residency in the discipline from which they request transfer. PGY-1 transfer requests will be considered after January 1st of each year.
- Residents must be of similar quality to successful candidates through the CaRMS match by the receiving program, utilizing similar selection methods and rating systems where they are used.
- Consideration of transfer requests from residents in specialty programs at the PGY2 level and above will be based on evidence of wrong career choice or demonstrated need, e.g. disability, health or family issues that prevent residents from completing their initial program, etc.
- Transfer at the PGY2 or higher level will be dependent on availability of funding/capacity.
- Transferring residents are responsible for contacting the 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 resident is registered at the lowest applicable PGY level. The resident will be advanced once the assessment notices have been received and approved by the Postgraduate Medical Education Associate Dean.

2.3 Process

2.3.1 Internal Transfer Process

- Residents wishing to transfer programs will submit their names and preferred programs to the PGME Office in January of each year. Correspondence is sent annually to confirm the process for submission of requests.
- Requests will be compiled and reviewed by the PGME Office. The PGME office will immediately contact residents whose transfer requests are not approved by the Postgraduate Dean and therefore will not be forwarded to Program Directors.
- The PGME office will send approved program transfer requests to the Program Director with the residents' name and contact information as well as the number of positions the program may potentially fill. All requests are sent at the same time to the Program Directors.
- Program Directors are not obligated to accept residents who do not meet admission requirements. Also, some Program Directors may not be able to increase their numbers even by one, if clinical training resources do not permit this.
- Program Directors will contact residents individually to request documentation for review and possible interview and prepare a rank list of its acceptable applicants and discuss with the PGME Office regarding funding availability.
- After consultation with the PGME Office, the Program Director will inform the transfer applicant of acceptance/refusal verbally or by email. This process should be completed by the end of February.
- The PGME Office will treat transfer requests as confidential and will not advise current Program Directors of the acceptance of residents to other programs - this is the responsibility of the resident. An applicant who is accepted as a transfer resident must arrange a meeting or contact his/her current Program Director to request a release from the program as of July 1st or a date which is mutually acceptable to both Program Directors. Due to rotation and call schedule requirements, both Program Directors must agree on the start/release date if other than July 1st.
- The PGME Office will issue a revised Letter of Appointment to successfully transferred residents after receipt of authorization letters from the new and former Program Directors.

2.3.2 Intra-provincial Process

- An intra-provincial (within Ontario) transfer process takes place in March, following the internal transfer process and first iteration of CaRMS. Transfer requests to programs in other Ontario schools will be considered during this period to accommodate residents who are requesting a transfer of medical school, or have

been unsuccessful in the internal transfer process. However, as funding years are not transferable among schools, direct and equal swaps are usually sought during this process.

- Residents at each school who wish to be considered for the intra-provincial transfer process must “register” their transfer request with the PGME Office following the annual call for transfer request submissions in January. PGME Managers in Ontario review the intra---provincial transfer list together and broker communication within their institutions to invite transfer applicants where there is capacity available.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Authors/Comments
1.0	2011 11 10	Approved by NOSM Postgraduate Education Committee.
2.0	2014 01 07	Revised.
3.0	2018 12 17	Reformatted in new policy template.