

# NOSM PGME Fall Internal Transfer Process 2020

## General Principles

- Residents must be PGY2 or higher and must have at least 6 months of residency in the discipline from which they are requesting transfer.
- Capacity, funding and other constraints may limit the availability of program transfers; it is therefore not possible to accommodate all requests.
- Residents should have sufficient exposure to the discipline to which they are requesting transfer either in the last year of medical school or during their residency.
- Consideration of transfer requests 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.
- Program Directors are not obligated to accept residents who do not meet admission requirements.
- Residents must be accepted by their requested program.
- Residents must be released by their home program.
- Final approve of any internal transfer lies with the Postgraduate Dean.
- 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.
- Transfer applicants who are unsuccessful in the Fall Transfer Process will still have the opportunity to participate in the Spring Transfer Process.

## Process

- 1) Residents wishing to transfer must submit their names and their desired program to the PGME office via [postgrad@nosm.ca](mailto:postgrad@nosm.ca) by October 1<sup>st</sup>. The PGME office will review the initial request with

desired programs to determine training capacity and the PGME Office will advise residents of decision around capacity.

- 2) Once capacity is determined, residents must submit the following documentation package\* by **October 9<sup>th</sup>, 2020**:
  - Consent to release information form
  - Rationale/Personal Statement  
(A letter of intent outlining the rationale to transfer to the identified program. This should not exceed one page)
  - Current CV
  - 2-3 Letters of Reference
  - All ITERS (\*Will be compiled within the PGME office once the initial transfer request is received and capacity within the desired program is determined)
- 3) Transfer request packages 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.
- 4) The PGME office will forward application packages to programs for review
- 5) Programs will review applications and will proceed with the interview process for selected candidates while advising the PGME office of candidates not selected for interviews.
- 6) The PGME office notifies applicants who were not selected for interviews.
- 7) Programs recommend applicants for transfer to the PGME office by **November 15<sup>th</sup>**
- 8) The PGME office reviews transfer recommendations and approves/declines
- 9) Learners are notified of outcome of their application. If the resident is accepted for transfer, they will be issued a conditional letter of offer they must, in turn, inform their program director and request a release from their home program.
- 10) All completed documentation must be submitted to the PGME office by **December 1<sup>st</sup>** in order to facilitate a January 1<sup>st</sup> start (start date is negotiated and agreed upon between programs).

### **Contact**

Questions about the NOSM PGME Fall Internal Transfer Process may be directed to [postgrad@nosm.ca](mailto:postgrad@nosm.ca)

