



- b) It is strongly encouraged that residents utilize the second iteration of CaRMS R-1 Main Residency Match as a route to change programs.
- c) Discussions regarding transfer will remain confidential until such time as the Resident consents to disclosure of their intent to transfer.
- d) Capacity, funding, and other constraints may limit the availability of program transfers; it is therefore not possible to accommodate all requests.
- e) Provincial government funding is not transferrable between institutions.
- f) Internal transfer requests may be considered ahead of and outside of the National Transfer Process and the opportunities will be posted and equitably advertised to all residents.
- g) It is the Resident's responsibility to clear any return-of-service commitments with the provincial Ministry of Health.
- h) Resident must be accepted by their requested program.
- i) Residents must be released by their home program.
- j) Final approval of any internal, intra-, and inter-provincial transfer lies with the Postgraduate Dean at the resident's home university.

## **2.2 Specific Principles**

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

- a) 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.
- b) Transfers within the last six months of a program will not normally be accepted, except in cases in which the programs significantly overlap i.e., Family Medicine to Public Health and Preventative Medicine.

- c) 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.
- d) Transfers at the PGY2 or higher level will be dependent on availability of funding/capacity.
- e) 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.
- f) Residents must meet the selection and admission criteria of the program to which they are seeking a transfer.
- g) Each transfer is unique and will be considered on its own merit.
- h) 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 receiving Program Director and/or Postgraduate Medical Education Associate Dean.

### 3.0 Process

#### 3.1 Internal Transfer Process

- a) Residents wishing to transfer between NOSM residency programs will submit their names and preferred programs to the PGME Office via [postgrad@nosm.ca](mailto:postgrad@nosm.ca) by January 31<sup>st</sup> annually. Residents are notified of the deadlines and process annually via 'The Script' e-newsletter.
- b) 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.
- c) The PGME Office determines program funding and physical capacity in consultation with program directors and advises applicants of this outcome. Once capacity to consider applications is

determined, residents must submit the following documentation package to the PGME office via [postgrad@nosm.ca](mailto:postgrad@nosm.ca) by the assigned deadline to be further considered:

- **CV**
  - **Letter of Intent** (Brief letter outlining the request & reason for transfer)
  - **All in-training assessments** (PGME Office will compile)
  - **Summary of Training Record** from the Home University, including leaves from the program (PGME Office will prepare)
  - **Training summary**- Brief summary from the PGME Office regarding any remediation and outcomes. If there are ongoing investigations / appeals in progress, the other school will be notified.
  - Other documents may also be requested to complete an application file (e.g., MCC QE Statement of results, reference letters, etc.)
- d) The PGME office will send approved program transfer requests and document packages to the receiving Program Director. All requests are sent to the receiving program at the same time.
- e) Program Directors are not obligated to accept residents who do not meet admission requirements.
- f) If the receiving program decides to proceed with an interview, they will contact residents individually to make interview arrangements and, if applicable, will prepare a rank list of its acceptable applicants.
- g) After consultation with the PGME Office, the receiving Program Director will inform the transfer applicant of acceptance/refusal verbally or by email. The receiving program will provide successful transfer applicants with a letter of offer.
- h) The PGME Office will treat transfer requests as confidential and will not advise a resident's home Program Director 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 letter of 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.

- i) 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.

### 3.2 External Transfer Process

- a) The National Transfer Process will take place annually following the second iteration of the CaRMS R-1 Main Residency Match.
- b) Residents at each school who wish to be considered for the National Transfer Process must “register” their transfer request with their home PGME Office following the annual call for transfer request submissions in January.
- c) The National PGME Offices review the national transfer list and broker communication within their institutions to invite transfer applicants where there is capacity available.
- d) It is the responsibility of the Resident to review the [Association of Faculties of Medicine of Canada \(AFMC\) Postgraduate Medical Education National Transfer Guidelines](#) and follow the detailed process outlined therein.

#### 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.
4.0	2019 08 19	Change from PGE to PGME.
5.0	2020 01 07	Revised to incorporate changes related to retirement of COU PG CoFM Provincial Policy and updates to AFMC PGME National Transfer Guidelines
6.0	2020 04 08	Approved by NOSM Postgraduate Medical Education Committee