Preamble  1

It is recognized that there will be occasions when a Resident concludes that a transfer to another residency training program may be beneficial. This document outlines guidelines for a transparent process of transfer either within, to or from, the Cumming School of Medicine at the University of Calgary.

Principles  2

This document adheres to the principles of transfer acknowledged by all Postgraduate Medical Education Offices across Canada.

Residents seeking transfer, Program Directors, and Postgraduate Medical Education Offices are committed to ensuring that each transfer request will be managed in an objective, fair, and equitable manner according to the principles and procedures outlined in this document.

All parties involved in the transfer process will make every effort to regard each case with the utmost confidentiality.
This policy applies to Residents currently enrolled in a Postgraduate Training Program in Canada - subject to the criteria of the RECEIVING provincial licensing jurisdiction(s) and the RECEIVING University.

Policy Statement

Eligibility Requirements for Transfer

4.1 Transfers are not a mechanism to subvert the CaRMS match; therefore, transfers will NOT be considered in the first 6 months of the academic year for first year Residents unless there are extenuating circumstances.

4.2 Transfers will not be considered until a resident has completed a minimum of two, 4-week blocks (or equivalent of) in the original discipline to which he or she is matched.

4.3 Transfer requests must remain confidential until the resident consents to disclose the intention to transfer.

4.4 Transfers may be considered for residents on a remediation program. Residents on probation, including where a decision for Probation has been made but not yet implemented, will NOT be eligible for transfer.

Residents seeking transfer must agree to full disclosure of his or her PGME Residency file, including but not limited to all in-training assessments, recorded notes of confidential deliberations of the Competence Committee, Remediation Contracts if applicable, and any additional relevant information, to the RECEIVING Program and/or University. Any disclosure of the file will respect the confidentiality outlined in the Principles stated above.

4.5 Residents seeking transfer to another program at the CSM (Internal transfer) must participate in the Internal Transfer Match (see below) coordinated through the CSM Postgraduate Medical Education (PGME) Office.

4.6 AIMG Residents may only seek transfers to another program at the University of Calgary accepting AIMG Residents.

4.7 Residents seeking transfer to another program at ANY OTHER University (External transfer) must contact the CSM PGME Office Registration and Administration Manager. The Registration and Administration Manager will notify the PGME Office(s) of the desired University(s) of the Resident's interest in transfer.

4.8 Residents from another University seeking transfer to the University of Calgary must contact the Postgraduate Medical Education Office of her or his HOME University to register their interest in transfer. His or her HOME University should notify the CSM PGME Registration and Administration Manager of the Resident's interest in transfer.
4.9 As per AFMC National Transfer Guidelines, applications for transfer between Universities will be considered only after each School has completed their own internal transfer process. Applications will be forwarded by the home PGME Office annually to the RECEIVING PGME Office, after the second iteration of CaRMS

4.10 Residents may also apply to transfer programs through the second iteration of CaRMS

4.11 Any direct transfer enquiries to the RECEIVING Program by a Resident (or her/his HOME University) should be passed on to the CSM PGME Office Registration and Administration Manager.

4.12 All transfers require the final approval of the Associate Dean, Postgraduate Medical Education. There is no right of review, reconsideration or appeal of this decision.

5 **Internal Transfer Match**¹

5.1 All Programs will be contacted by CSM PGME biannually to indicate whether their program has capacity for transfer and is interested in participating in the match.

5.2 All Programs with capacity for transfer MUST consider Internal Applicants FIRST. Should no internal applicant be suitable in that iteration or no internal applicant apply, University of Alberta applicants may be considered next, followed by Out-of-Province applicants.

5.3 Programs participating in each iteration of the Internal Transfer Match will be posted on the PGME website:
https://cumming.ucalgary.ca/pgme/current-trainees/residents/starting-residency-training/policies-guidelines

5.4 A Resident interested in transfer to an available program(s) at the CSM must submit their on-line application² at:
https://cumming.ucalgary.ca/pgme/current-trainees/residents/starting-residency-training/policies-guidelines

5.5 The Resident must attach a curriculum vitae and a brief letter of interest with their application.

5.6 PGME will forward all relevant applications with supportive documentation for review to the Receiving program.

5.7 Receiving Programs at CSM will directly contact ALL applicants with their decision to offer or not offer a pre-transfer elective+/- interview with notification to CSM PGME. Receiving programs will be responsible for scheduling and conducting any interviews or pre-transfer electives in conjunction with the HOME program and the Resident.

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¹ Sample Internal Transfer Match Schedule (see Appendix A)
² Sample On-Line Transfer Application (See Appendix B)
5.8 The Resident may express interest in transferring to more than one available program; however, the Resident may accept only ONE offer for interview and/or pre-transfer elective PER Internal Transfer iteration.

5.9 Receiving Programs may have an opportunity to offer a subsequent pretransfer elective to another applicant should their initial offer of pre-transfer elective be declined by an initial applicant.

5.10 All internal transfer offers must be preceded by a successful pre-transfer elective - or recent equivalent as determined by the Associate Dean. The minimum duration for a pre-transfer elective (or equivalent) must be 1 block. The recommended duration of a pre-transfer elective is 2 blocks.

5.11 The Receiving Program must notify the Resident and the Postgraduate Medical Education Office at the end of the pre-transfer elective whether a letter of acceptance is made or not.

5.12 The date of transfer shall be decided upon by the Home program in discussion with the Receiving program and the Resident. The Home program must make every effort to facilitate each transfer process to completion prior to the next iteration of the Internal Transfer Match.

5.13 The Resident must provide a letter of resignation, indicating the date of transfer, to the Home program with a copy to the Postgraduate Medical Education Office.

5.14 A new contract will be issued in the Receiving discipline by the Associate Dean with appropriate updated notifications to CPSA by the PGME office.

6 Assessment of Training

6.1 For a resident transferring to a Family Medicine or traditional (time-based) Royal College Program, the Royal College of Physicians and Surgeons (RCPS) or The College of Family Physicians of Canada (CFPC) will provide the assessment of credit for previous training towards their Receiving program. The results of the correspondence must be forwarded to the PGME office in order to make appropriate adjustments to the Resident’s current PGY- academic status and anticipated date of program completion. The Resident remains at the PGY- academic status at the time of transfer request until final determination of PGY- academic status is made by the College and Receiving Program.

6.1a Once a transfer to Family Medicine has been approved, the Family Medicine Program Director must provide evaluation of the Resident’s training to date. Following the evaluation, the Program Director must apply for credit to the CFPC Board of Examiners on behalf of the Resident. For Residents transferring from another Family Medicine Program, the requested amount of credit will be based on an assessment by the CSM Family Medicine Program Director of the learning experiences in rotations completed; the rotation learning
objectives for each, and the Resident’s evaluations on each rotation. For residents transferring from programs other than Family Medicine, the Board of examiners of the CFPC will grant up to a maximum of 6 months of credit.

6.1b Once a transfer to a Royal College Residency training program has been approved, the Resident should complete, submit, and incur all costs for the Application for Preliminary Assessment of Training, which can be obtained at http://www.royalcollege.ca/rcsite/credentials-exams/assessment-canadian-us-e

To complete this process the Royal College requires a letter of assessment for the Receiving Program Director stating the amount of credit they believe should be given.

6.2 For a resident in a Family Medicine or traditional (time-based) Royal College training program transferring to a Royal College CBME program the Receiving program will review the academic record and determine the appropriate stage of training at which transfer will occur. The Competence Committee of the Receiving program will review the academic record to determine if sufficient evidence exists to support the entrustment of stage specific EPAs. The Competence Committee will document the EPA’s for which the resident is given credit.

7 Salary Support

7.1 For transfers from one program at the University of Calgary to another program at the University of Calgary (Internal transfer), salary support to the Resident is available.

7.2 For transfers from one program at the University of Calgary to another program at the University of Alberta (Intra-Provincial transfer), a mechanism for salary support must be negotiated between Associate Deans from the two institutions prior to transfer approval.

7.3 For transfers from one program at the University of Calgary to another Program outside the Province (External transfer - OUT), NO salary support to the Resident is available from the University of Calgary- i.e. the Resident must receive salary support from the RECEIVING program.

7.4 For transfer of a Resident from the University of Alberta to a program at the University of Calgary (Intra-Provincial transfer), a mechanism for salary support must be negotiated between Associate Deans from the two institutions prior to transfer approval.

7.5 For transfer of a Resident from a program outside the Province to a program at the CSM (External transfer - IN), the Receiving Program may request salary support from the Associate Dean, Postgraduate Medical Education. The Associate Dean has sole discretion in determining whether salary support is available.
7.6 A transfer resident's salary will remain at the level commensurate with time spent in training as defined by the Resident Physician Agreement.

Approved by PGME Committee - April 18, 2008
Revised June 2020
Approved by PGME Committee – August 20, 2020
## Appendix A

### Sample Internal Transfer Match Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to All Programs</td>
<td>June 15</td>
</tr>
<tr>
<td></td>
<td>December 1</td>
</tr>
<tr>
<td>Deadline for All Programs to Respond</td>
<td>July 1</td>
</tr>
<tr>
<td></td>
<td>December 15</td>
</tr>
<tr>
<td>Available Transfer Positions Posted</td>
<td>July 5</td>
</tr>
<tr>
<td></td>
<td>December 23</td>
</tr>
<tr>
<td>Deadline for Resident Applications</td>
<td>July 20</td>
</tr>
<tr>
<td></td>
<td>January 10</td>
</tr>
<tr>
<td>Deadline for Pre-Transfer Elective Offer or Notice of Unsuccessful Application</td>
<td>July 31</td>
</tr>
<tr>
<td></td>
<td>January 30</td>
</tr>
<tr>
<td>Deadline for Resident to accept or decline transfer offer</td>
<td>One week after receiving offer</td>
</tr>
<tr>
<td>Pre-Transfer Elective (1-2 blocks)</td>
<td>September - November</td>
</tr>
<tr>
<td></td>
<td>March–May</td>
</tr>
<tr>
<td>Deadline for Letter of Acceptance or Rejection</td>
<td>December 5</td>
</tr>
<tr>
<td></td>
<td>June 5</td>
</tr>
<tr>
<td>Deadline for Resident to accept or decline transfer offer</td>
<td>One week after receiving offer</td>
</tr>
<tr>
<td>Deadline for Date of Transfer</td>
<td>January 1</td>
</tr>
<tr>
<td></td>
<td>July 1</td>
</tr>
</tbody>
</table>
Appendix B

Sample On-Line Application

INTERNAL TRANSFER MATCH APPLICATION

NAME OF APPLICANT: ____________________________________________

HOME PROGRAM: ____________________________________________

PGY: _______________________

DESIRED TRANSFER PROGRAM(S): ____________________________________________
                                                                                       ____________________________________________
                                                                                       ____________________________________________

REQUIRED ATTACHMENTS:

□ ONE PAGE COVER LETTER
□ CURRICULUM VITAE

In submitting this application, I consent to:

i) Abide by the Internal Transfer Match Process as outlined in the Residency Transfer Policy which I have reviewed
ii) Accept the results of the Internal Transfer Match Process
iii) Accept that there is no process of appeal of the Internal Transfer Match results
iv) Fully disclose my PGME-office Residency file, including but not limited to all in-training assessments and any additional relevant information, to my desired transfer programs