



**POSTGRADUATE MEDICAL EDUCATION  
Resident Transfer Policy**

Classification <p style="text-align: center;">Residency Training</p>	<p style="color: #4F81BD; font-weight: bold;">Table of Contents</p> <p>Preamble..... 2</p> <p>Principles..... 2</p> <p>Scope ..... 2</p> <p>Definitions..... 3</p> <p>Policy Statement..... 4</p> <p style="padding-left: 20px;">External Transfer Process ..... 4</p> <p style="padding-left: 20px;">Internal Transfer Process..... 5</p> <p style="padding-left: 20px;">Salary Support..... 6</p> <p>Responsibilities ..... 7</p> <p style="padding-left: 20px;">Approval Authority ..... 7</p> <p>Related Information..... 7</p> <p>History..... 7</p>
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## 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 for residents at the University of Calgary.

## Principles

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

The Resident, Program Directors, and Postgraduate Medical Education Offices involved assure 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.

## Scope

- 3** 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.

This policy applies to all transfers that take place outside of the second iteration of CaRMS.

## Definitions

### 3 In this policy:

- a) “Associate Dean” means Associate Dean of Postgraduate Medical Education in the Cumming School of Medicine at the University of Calgary. The Associate Dean is the faculty member responsible for the overall conduct and supervision of PGME within the faculty.
- b) “Educational Experience” means an experience in a particular environment or set of environments selected/designed to support the Resident’s achievement of competencies. This may or may not occur in a block, or Rotation. Other terms used are: “block”, “training experience”, or “Program element”.
- c) “External transfer” means transfer to any residency program outside the University of Calgary.
- d) “Home program” means the residency program in which the Resident is registered at the time of transfer application.
- e) “Internal Transfer” means transfer to another residency program at the University of Calgary.
- f) “PGME” means Postgraduate Medical Education.
- g) “Probation” is a period of training during which a Resident is expected to correct serious performance weaknesses that are felt to jeopardize their successful completion of the Program. Probation implies the possibility of dismissal from the Program if sufficient improvement is not identified at the end of Probation. *Refer to Policy on Remediation, Probation, & Dismissal.*
- h) “Program” means a RCPSC or CFPC accredited PGME Program in the Cumming School of Medicine at the University of Calgary.
- i) “Program Director” means the person responsible for the overall conduct of a PGME Program in a discipline and is responsible to the Associate Dean.
- j) “RCPSC” means the Royal College of Physicians and Surgeons of Canada, the body responsible for Program accreditation, examination and Resident certification for RCPSC disciplines.
- k) “Receiving Program” means the residency program considering a resident transfer into their program.
- l) “Remediation” is a formal program of individualized educational support, Assessment, and monitoring for a Resident to assist in correcting identified performance deficiencies. *Refer to Policy on Remediation, Probation, & Dismissal.*
- m) “Resident” means a physician registered in a PGME training Program that is administered by the Cumming School of Medicine at the University of Calgary and leads to RCPSC or CFPC certification.
- n) “Rotation” is defined by each Program as a required element of training

and may consist of one of more four (4) week blocks. *See also Educational Experience above.*

## Policy Statement

4

- 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. Similarly, transfers from core Programs to subspecialty Programs will NOT be considered.
- 4.2 Transfers will not be considered until a Resident has completed a minimum of two (2), four (4) week blocks (or equivalent of) in the original discipline to which they have matched.
- 4.3 Transfers will not be considered unless the Resident is in good academic standing; transfer requests may be considered for residents during a period of remediation. Residents on probation cannot apply for program transfer.
- 4.4 The Resident must agree to full disclosure of their PGME Residency file, including but not limited to all in-training assessments and any additional relevant information, to the RECEIVING Program and/or University. Any disclosure of the file will respect confidentiality outline in the Principles stated above.
- 4.5 Residents seeking transfer to another program at the University of Calgary (Internal Transfer) must participate in the Internal Process (see below) coordinated through the Postgraduate Medical Education Office.
- 4.6 Only a single transfer will be permitted during an individual's residency at the University of Calgary. Exceptional circumstances may be considered by the Associate Dean.
- 4.7 Transfer requests outside the internal and external transfer periods will not be considered. Exceptional circumstances may be considered by the Associate Dean.

### External Transfer Process

- 4.8 Transfer to a program outside of the University of Calgary is subject to the Association of the Faculties of Medicine (AFMC) National Transfer Guidelines.

- 4.9 Residents seeking transfer to another program at ANY OTHER University (external transfer) must contact the University of Calgary - PGME Office Registration Manager. The Registration Manager will notify the PGME Office(s) of the desired University(s) of the Resident's interest in transfer during the national transfer period.
- 4.10 Residents must notify PGME of their interest in transfer no later than March 31<sup>st</sup> of each year.
- 4.11 Residents from another University seeking to transfer to the University of Calgary must contact the PGME office of their HOME University to register their interest in transfer. The HOME PGME office forwards a list of transfer candidates to each RECEIVING PGME office no later than April 30<sup>th</sup>.
- 4.12 The PGME office at the University of Calgary will advise the RECEIVING PGME Program whether the transfer application can be considered. Capacity to consider applications can only be made after the second iteration of the CaRMS R1 match and is at the sole discretion of the HOME PGME office.
- 4.13 Any direct transfer enquiries to the RECEIVING Program by a Resident (or their HOME University) must be passed on to the PGME Registration Manager.
- 4.14 All transfers require the final approval of the Associate Dean, PGME.

### Internal Transfer Process

- 4.15 All Programs will be contacted by the PGME Office in the fall of each academic year to indicate whether their program has capacity for transfer and is interested in receiving a transfer resident.
- 4.16 All Programs with capacity for transfer MUST consider Internal Applications FIRST. Should no internal applicants be suitable in that iteration, or no internal applicants apply, University of Alberta may be considered next, followed by Out-of-Province applicants.
- 4.17 A Resident interested in transfer to an available program(s) at the University of Calgary must submit their application as outlined in the Internal Transfer process on the PGME website.
- 4.18 The PGME Office will forward all relevant applications with supportive documentation for review to the Receiving Program.
- 4.19 The Resident may express interest in transferring to more than one available program; however, the Resident may only accept ONE offer for interview and/or pre-transfer elective PER Internal Transfer iteration.

- 4.20 Receiving Programs may have an opportunity to offer a subsequent pre-transfer elective to another applicant should their initial offer of pre-transfer elective be declined by an initial applicant.
- 4.21 All 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 ONE (1) block. The recommended duration of a pre-transfer elective is TWO (2) blocks.
- 4.22 The Receiving Program must notify the Resident and the PGME Office at the end of the pre-transfer elective whether a letter of acceptance is issued or not.
- 4.23 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.
- 4.24 The Resident must provide a letter of resignation, indicating the date of transfer, to the Home program with a copy to the PGME office.
- 4.25 A new contract will be issued in the Receiving discipline by the Associate Dean, with appropriate updated notifications to the CPSA and AHS by the PGME office.
- 4.26 Residents must not accept a transfer position in more than one program or school.

### Salary Support

- 4.27 For transfer from one program at the University of Calgary to another program at the University of Calgary (internal transfer) and transfers within Alberta, salary support to the Resident is available.
- 4.28 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. The Resident must receive salary support from the RECEIVING program. This is coordinated through the External Transfer process.
- 4.29 For transfer of a Resident from a program outside the Province to a program at the University of Calgary (External Transfer – IN) the Receiving Program MUST request salary support from the Associate Dean, PGME through the External Transfer process.

- 4.30 Requests for external transfer are considered by the PGME Allocations Committee following the second iteration of CaRMS each spring.
- 4.31 A transfer Resident's salary will be determined based on years of service to Alberta Health Services.

## Responsibilities

### 6 Approval Authority

The PGME Committee ensures appropriate rigor and due diligence in the development and/or revision of this policy.

6.1 The Associate Dean has the following responsibilities:

- 6.1.1 To ensure that University and PGME associated staff are aware of and understand this policy and related procedures.
- 6.1.2 To monitor compliance with this policy.
- 6.1.3 To regularly review and related procedures to ensure consistency in practice. Policy reviews/revisions are recommended to occur within a 5-year cycle.
- 6.1.4 To sponsor the revision of this policy and related procedures when necessary.
- 6.1.5 To ensure Program-specific policies related to the assessment of Residents are in appropriate compliance with this policy.

## Related Information

7 All Residents must be given a copy of, or access to, this policy as well as any Program-specific policies related to transfer when they enter a Postgraduate Medical Education Program at the University of Calgary and when placed on a Remediation or Probation.

It is the responsibility of the Resident to familiarize themselves with all PGME and Program-specific policies related to PGME training.

## History

- 8 Approved: October 20, 2021
- Revised: November 2023
- Approved: January 17, 2024