



**UNIVERSITY OF
CALGARY**

Departmental Policy

Departmental Procedure
Instructions/Forms

**POSTGRADUATE MEDICAL EDUCATION
Resident Transfer Policy**

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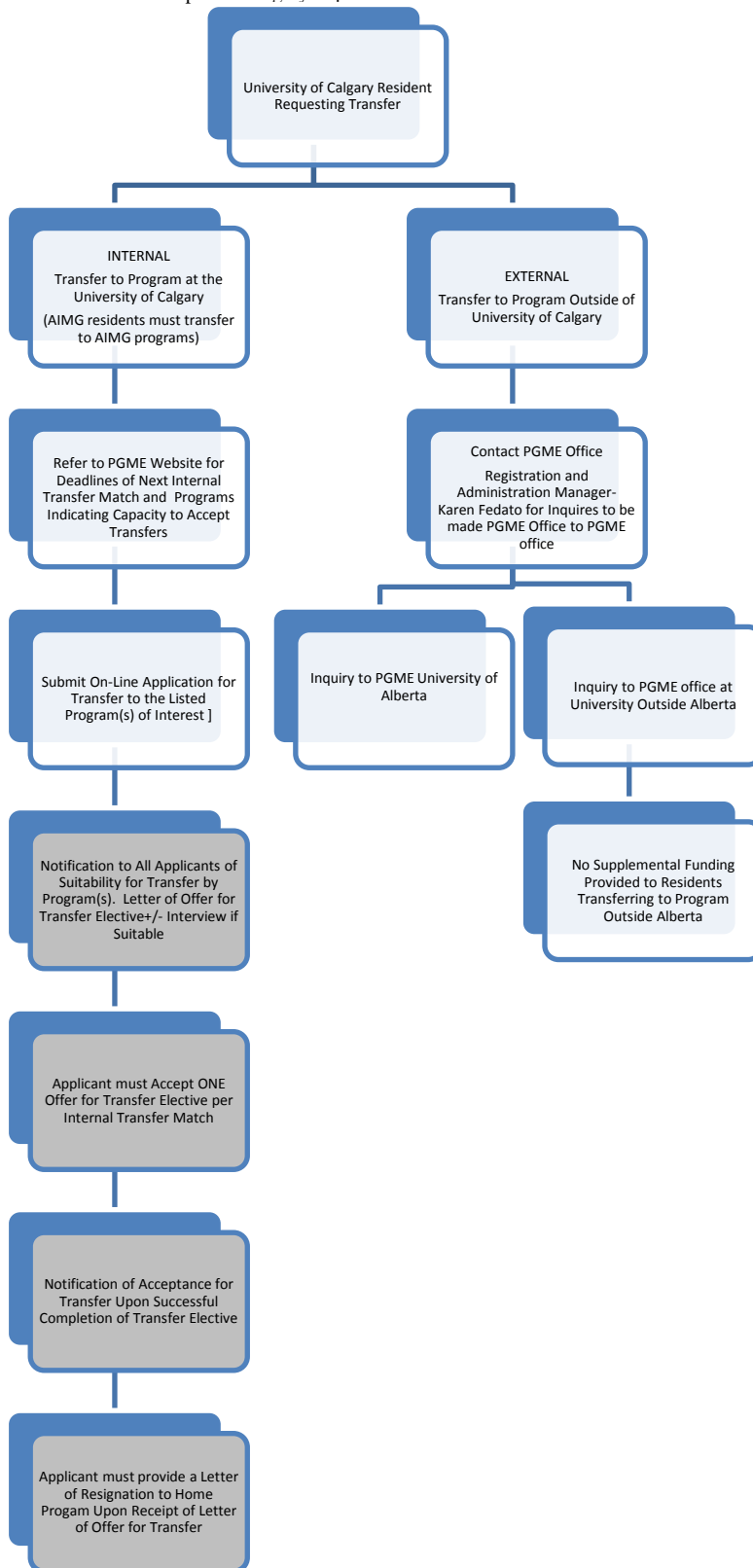
- Preamble** **1** It is recognized that there will be occasions when a Resident concludes that a transfer to another residency training program may be beneficial. This document outlines guidelines for a transparent process of transfer at the University of Calgary.
- Principles** **2** This document adheres to the principles of transfer acknowledged by all Postgraduate Medical Education Offices across Canada¹.
- 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.

¹ *Postgraduate Medical Education National Transfer Guidelines CCME April 2015*

Policy Statement 4 Promotion from one PGY Level to the Next

- 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 Transfers will not be considered unless the Resident is in good academic standing. The Resident must agree to full disclosure of his or her 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 the confidentiality outlined in the Principles stated above.
- 4.4 Residents seeking transfer to another program at the University of Calgary (Internal transfer) must participate in the Internal Transfer Match (see below) coordinated through the Postgraduate Medical Education Office.
- 4.5 AIMG Residents may only seek transfers to another program at the University of Calgary accepting AIMG Residents.
- 4.6 Residents seeking transfer to another program at ANY OTHER University must contact the 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.
- 4.7 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 Registration and Administration Manager of the Resident's interest in transfer.
- 4.8 Any direct transfer enquiries to the RECEIVING Program by a Resident (or her/his HOME University) should be passed on to the PGME Office Registration and Administration Manager.
- 4.9 All transfers require the final approval of the Associate Dean, Postgraduate Medical Education.

*All steps shaded grey require notification to PGME Office



5 Internal Transfer Match²

- 5.1 All Programs will be contacted by the Postgraduate Medical Education Office biannually to indicate whether their program has capacity for transfer and is interested in participating 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: <http://cumming.ucalgary.ca/pgme/current-trainees/residency-training-policies>.
- 5.4 A Resident interested in transfer to an available program(s) at the University of Calgary must submit their on-line application³ at: <http://cumming.ucalgary.ca/pgme/current-trainees/residency-training-policies>.
- 5.5 The Resident must attach a curriculum vitae and a brief letter of interest with their application.
- 5.6 The PGME will forward all relevant applications with supportive documentation for review to the Receiving program.
- 5.7 Receiving Programs will directly contact ALL applicants with their decision to offer or not offer a pre-transfer elective+/- interview with notification to Postgraduate Medical Education Office. Receiving programs will be responsible for scheduling and conducting any interviews or pre-transfer electives in conjunction with the HOME program and the Resident.
- 5.8 The Resident may express interest in transferring to more than one available program; however may only accept 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 pre-transfer elective to another applicant should their initial offer of pre-transfer elective be declined by an initial applicant. Should neither offer of pre-transfer elective be accepted, a Receiving Program must re-enter a subsequent Internal Transfer iteration should they still have capacity for transfer.
- 5.10 All transfer offers must be preceded by a successful pre-transfer elective - or recent equivalent as determined by the Assistant 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.

² *Sample Internal Transfer Match Schedule (see Appendix A)*

³ *Sample On-Line Transfer Application (See Appendix B)*

- 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.
- 5.15 The College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons (RCPSC) will provide the assessment of credit for previous training towards their Receiving program. The results of the correspondence must be forwarded to the Postgraduate Medical Education 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.
- 5.151 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 University of Calgary 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.
- 5.152 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://rcpsc.medical.org/residency/certification/assessment/index.php>. 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 Salary Support

- 6.1 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.
- 6.2 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.

- 6.3 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 - i.e. the Resident must receive salary support from the RECEIVING program.
- 6.4 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.
- 6.5 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 may request salary support from the Associate Dean, Postgraduate Medical Education.
- 6.6 A transfer Resident's salary will remain at the PGY-level at the time of transfer in accordance with the PARA contract until such time that their PGY-academic status reaches their PGY-level salary. After this, their PGY-level salary will be raised to match their PGY-academic status with each subsequent promotion.

Appendix A

Sample Internal Transfer Match Schedule

Action	Dates
Notice to All Programs	December 1
Deadline for All Programs to Respond	December 15
Available Transfer Positions Posted	December 23
Deadline for Resident Applications	January 10
Deadline for Pre-Transfer Elective Offer Or Notice of Unsuccessful Application	January 30
Deadline for Resident to accept or decline transfer offer	One week after receiving offer
Pre-Transfer Elective (1-2 blocks)	March– May
Deadline for Letter of Acceptance or Rejection	June 5
Deadline for Resident to accept or decline transfer offer	One week after receiving offer
Deadline for Date of Transfer	July 1

Appendix B

Sample On-Line Application



POSTGRADUATE MEDICAL EDUCATION

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**