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Parent Policy: PGME Resident Transfer Policy

PGME Resident Transfer Procedure

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee (PGEC)
Classification:	Governance and Administration
Scope:	Residency Training (Residents)

Purpose

This procedure embodies the principles in the parent policy and outlines the process for residents wishing to request a residency program transfer. The purpose of this procedure is to provide residents, Residency Program Directors, and Residency Program Administrators direction with respect to the process for resident transfer requests.

PROCEDURE

1. **MEETING WITH THE RESIDENT AND THE PGME DIRECTOR OF RESIDENCY TRANSFERS (DIRECTOR)**
 - a. The Initial step of a residency transfer request should be a meeting between the resident and the Director to review both the request and the application of principles and procedures set out therein.
 - i. The resident must provide one (1) to five (5) reasons for the transfer (*to be kept confidential by the Director, Transfers*)

2. **INTRA-UNIVERSITY TRANSFERS (Transfers within the University of Alberta)**
 - a. If an intra-university transfer is pursued, the Director shall:
 - i. Obtain written consent from the resident to disclose to the potential recipient program:
 1. Assessment data and information, which may include rotation ITERs, 6-month PGME ITERs, RPC Ratification Forms, a summary of completed EPAs, and/or FieldNotes, and other assessment data and information as required.
 2. A summary from the PGME office regarding any remediation, learning plans, and outcomes.
 - ii. Discuss with the Associate Dean and the PGME Education Team Lead (Team Lead) to confirm transfer eligibility.

- iii. Write to the Residency Program Director(s) of the potential recipient residency program, copying the resident, the Associate Dean, and the Team Lead. This letter will include a copy of the written consent as well as a copy of the resident's curriculum vitae.
- b. The acceptability of an incoming resident and the capability of a program to absorb the additional resident will be left to the discretion of the potential recipient residency program. It is expected that the potential recipient residency program will establish its own application, screening, and interview processes to deal with transfer requests from potential incoming residents. In all cases, transfer requests must be managed in an objective, fair, and equitable manner.
- c. The potential recipient Residency Program Committee (or equivalent) shall make every effort to determine the resident's acceptability within 21 days of the notification to the Residency Program Director of the transfer request.
- d. The decision of the potential recipient residency program shall be directly communicated in writing to both the resident and the Associate Dean, with a copy to the Director and the Team Lead:
 - i. If the program decides to offer admission, at this point the transfer request is considered "official". A transfer request gaining "official" status does not imply approval of the transfer by the Associate Dean.
 - ii. If the program decides NOT to offer admission, the resident may withdraw the transfer request, seek out a new potential recipient program, or seek the advice of the Director.
- e. In order for a transfer to occur on July 1, the transfer request must be made official by March 31 of the same year. In order for a transfer to occur on January 1, the transfer request must be made official by September 30 of the previous year. Therefore, residents will have two opportunities a year to seek an official transfer request. Transfers will normally occur only at these times.
- f. It is suggested that residents make their transfer requests at least a month prior to the official deadline to allow for the recipient program's review process to take place.
- g. Once a transfer request is official, the Director will contact the resident to seek agreement on how the potential donor Program Director will be informed of the transfer request. At the request of the resident, the Director will only thereafter notify the potential donor Program Director, in writing, of the transfer request.
- h. The potential receiving Program Director shall not contact the donor Program Director about the transfer, nor can they advocate on behalf of the resident who is applying to make the transfer.
- i. The donor Program Director will notify the Associate Dean, in writing, of the decision to release, or not to release, the resident within 14 days of a notification having been given of the official transfer request.
 - i. If the decision of the donor Program Director is to release the resident:
 1. The Associate Dean shall notify the resident in writing of the decision of the donor Program Director and provide their approval of the transfer.
 2. If the Associate Dean does not approve the transfer request, they shall notify the resident in writing.
 - ii. If the decision of the donor Program Director is not to release the resident: The Associate Dean shall advocate on behalf of the resident to the donor Program Director, and notify the resident in writing of the final decision of the Program Director.

- j. Once the Associate Dean has made a final determination approving a transfer, the resident shall, within 7 days, notify the Associate Dean in writing of agreement to proceed with the transfer.

3. INTER-UNIVERSITY TRANSFERS IN ALBERTA AND EXTERNAL TRANSFERS

- a. Inter-University Transfer and External Transfer requests must adhere to the National Transfer Guidelines as set by the AFMC. Residents must consult the National Transfer Guidelines.
 - i. **Transfers from the University of Alberta to another University**
 - 1. If an inter-university or external transfer is pursued, the Director shall:
 - a. Obtain written consent from the resident to disclose to the potential recipient program and the University of Calgary's Postgraduate Medical Education Office:
 - i. Assessment data and information, which may include rotation ITERs, 6-month PGME ITERs, RPC Ratification Forms, a summary of completed EPAs, and/or FieldNotes, and other assessment data and information as required.
 - ii. A summary from the PGME office regarding any remediation, learning plans, and outcomes.
 - b. Write to the Associate Dean and Team Lead informing them of the transfer request.
 - c. Following approval by the Associate Dean, the Team Lead will add the resident to the National Transfers Database and will create a file for the resident that includes the aforementioned documents as well as:
 - i. A letter attesting to the resident's academic standing
 - ii. A summary of the resident's Leave of Absence history
 - iii. A copy of the resident's CV
 - iv. A personal letter from the resident outlining the reasons for transfer
 - 2. The Associate Dean, at their discretion, may communicate with the Associate Dean of the potential receiving University regarding transfer feasibility.
 - ii. **Transfers from another University to the University of Alberta**
 - 1. Eligibility for Incoming Transfers is first determined by the home (sending) University.
 - 2. International Medical Graduates (IMGs) who are currently enrolled in a Postgraduate residency training program in Canada may apply through the National Transfer without going through the Alberta International Medical Graduate (AIMG) program.
 - 3. Requests are received through the National Transfers Database.
 - 4. The Associate Dean will determine if funding is available to consider the request(s).
 - 5. If funding is available, and following the timelines as set by the National Transfer Guidelines:
 - a. The Associate Dean, Director, and Team Lead will discuss the received requests and confirm potential recipient program interest and allocation priority.



- b. The transfer application(s) will be distributed to the potential recipient program(s) for review.
6. The acceptability of an incoming resident and the capability of a program to absorb an additional resident will be left to the discretion of the potential recipient residency program. It is expected that the potential recipient residency program will establish its own application, screening, and or interview processes to deal with transfer requests from potential incoming residents. In all cases, transfer applications must be managed in an objective, fair, and equitable manner.
7. The potential recipient Residency Program Committee shall make every effort to normally determine the resident's acceptability within 21 days of the notification to the Program Director of the transfer application.
8. The decision of the potential recipient residency program shall be directly communicated in writing to the Associate Dean, with a copy to the Director and the Team Lead:
 - a. If the program decides to offer admission, the program must seek approval from the Associate Dean prior to making an offer to the resident transfer applicant.
 - b. If the program decides NOT to offer admission:
 - i. If the program interviewed the resident, they must inform the resident directly.
9. If the program did not interview the resident, they must inform the Associate Dean.

4. TRANSFERS INVOLVING SPONSORED RESIDENTS

- a. Sponsored residents (i.e. those not funded by the Alberta Ministry of Health) may pursue an intra-university transfer after first obtaining approval, in writing, from the sponsor.
- b. Sponsored residents may be considered for an inter-university transfer within Alberta or an external transfer but must consult and adhere to the National Transfer Guidelines and additionally must work through their sponsor and home University's Postgraduate Medical Education Office for any external transfer request. This includes first obtaining from the sponsor, in writing, approval of the transfer request and a guarantee that funding will continue.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Intra-University Transfer	Intra-University Transfer means a Resident Physician transferring from one specialty to a different specialty within the University of Alberta.
Inter-University Transfer	Inter-University Transfer means a Resident Physician transferring residency training between the University of Alberta and the University of Calgary.
External Transfer	External Transfer means a Resident Physician transferring residency training between the University of Alberta and a university in another jurisdiction within Canada.