

Postgraduate Medical Education (PGME)

Title:	Resident Transfer Policy	Number:	024
Approved By:	<i>Approved by FRC on September 24, 2013</i>		
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Principles

1. This Policy applies to transfers by residents from one UBC Program (Home Program) to another UBC program (Receiving Program). Residents in Family Medicine and all Royal College programs are eligible for consideration for transfer.
2. All requests for transfer must initially be made to the Post Graduate Dean's Office (PGDO). Final approval of all transfers rests with the PG Dean.
3. The PGDO will support requests for transfer where the Resident has completed at least 6 months of post graduate training that includes a reasonable exposure to the Home Program, and has had reasonable exposure to the Receiving Program. An elective period in the Receiving Program may be required.
4. In responding to requests for transfer the integrity and principles of the CaRMS match must be maintained.
5. Only a single transfer will be considered for an individual resident.
6. There must be an available position in the Receiving Program and the Receiving Program must be willing to accept the transfer.
7. The resident must meet the same criteria applied to those candidates who successfully matched through CaRMS to the Receiving Program. The Receiving Program will use similar methods for assessing and determining the suitability of the candidate as those used by the Receiving Program in the CaRMS match.
8. Consideration of requests for transfer will only occur twice during the Academic year, during April and November. Transfer requests from PGY-1 residents will only be considered after January 1st of the Resident's PGY 1 year.
9. All transfers are dependent on availability of funding.
10. Requests for transfers by residents will be maintained in strict confidence until approval of the transfer is granted.

Procedure for Transfer

1. A resident requesting a transfer will contact the PGDO. The PG Dean will consider whether the resident meets the criteria for transfer and will confirm whether the receiving program will consider the request for transfer.



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2. The PG Dean will advise the resident whether the request for transfer will be supported by the PGDO. If the request for transfer will not be supported then the PG Dean will advise the resident of the basis upon which the request for transfer will not be supported.
3. If the request for transfer is supported by the PGDO, the resident must contact the program director of the Receiving Program to begin the process of determining whether the candidate is suitable for acceptance into the Receiving Program. The Resident must provide all ITERs and must advise whether the Resident has undergone a period of remediation or probation. The Receiving Program may request additional documentation for review and may request a formal interview by a selection committee. A Receiving Program is not obligated to accept trainees who do not meet the admission requirements of the Receiving Program.
4. Transfer requests are confidential and the PGDO and Receiving Program Director will not contact the applicant's Home Program Director to discuss the transfer request or the Resident's performance in the Home Program without the resident's authorization.
5. If, after reviewing the relevant information, the Receiving Program determines that the resident is not accepted for transfer then the Receiving Program Director will inform the resident and PGDO of the Receiving Program's decision. The Receiving Program's decision regarding the suitability of the Resident for transfer is final and not subject to appeal.
6. If the Receiving Program accepts the resident for transfer then the Program Director will inform the resident and the PGDO. The PGDO will contact the Program Director of the Home Program and inform them of the transfer. The PGDO will arrange appropriate funding for the transfer in consultation with the Home Program Director and Receiving Program Director.
7. The effective transfer date for transfers accepted during April will be July 1st or a date which is mutually agreed to by the Receiving Program Director and Home Program Director. The effective transfer date for transfers accepted during November will be January 1st or a date which is mutually agreed to by the Receiving Program Director and Home Program Director.
8. The PGDO will issue a revised Letter of Appointment to the Resident.

Action	Committee	Date	Status