POSTGRADUATE MEDICAL EDUCATION
TRANSFER GUIDELINES FOR RESIDENTS

PRINCIPLES

1. All transfer information will be considered strictly confidential.

2. The Resident is central to the transfer process.

3. Whenever possible, transfers should not subvert the CaRMS match.

4. The primary aim of a transfer is to assist the Resident with flexibility in career choice.

5. Residents must be acceptable to the program to which they are seeking transfer.

6. Residents must be released by their home program before the transfer can proceed. It is the responsibility of the Resident to negotiate release from their program, following approval of funding.

7. Residents wishing to transfer to Family Medicine will be preferentially accommodated.

8. Internal transfers will be preferentially accommodated. The Assistant Dean, Postgraduate Medical Education has the final approval.

9. Final approval of intra-provincial transfers lies with PGM:COFM and will be considered each April at PGM:COFM.

10. Residents wishing to transfer to a “designated” specialty will also be preferentially accommodated. The list of designated specialties is the list determined annually by PGM:COFM considering projections of specialty human resources needs and other data. The current “designated” specialties are: Anesthesia, Community Medicine, Diagnostic Radiology, General Surgery, Internal Medicine, Laboratory Medicine, Obstetrics & Gynecology, Orthopedic Surgery, Pediatrics, Psychiatry and Radiation Oncology.

11. Current Ministry of Health funding quotas, resource allocation and viability of individual programs will be respected and considered.

SPECIFIC PRINCIPLES

In addition to fulfilling the requirements of the general principles, as stated above, the following specific implementations must occur within PGY1 transfers and PGY2 or higher level transfers:
Deadline is normally January 31 for all transfer requests.

**PGY1 transfers** (PGY1 covers the entire first 12 months of training)

- Residents must have at least 6 months of residency in the discipline from which they request transfer. PGY1 transfer requests will be considered after January 1\textsuperscript{st} of each year.

- Residents should have sufficient exposure (through specialty specific rotations) to the discipline to which they are requesting transfer either in the last year of medical school or during their residency.

- Residents matched through the second round of CaRMS are not eligible for transfer in the PGY1 year. Discussions regarding these transfers must occur after a full year of training in the program to which they have been matched.

- Residents must be of similar quality to successful candidates through the CaRMS match by the receiving program, utilizing similar selection methods and rating systems where they are used.

- If the resident applied through CaRMS to the program they wish to transfer into, that program should ordinarily have ranked them favourably.

**PGY2 or higher transfers**

- Consideration for transfers will be based on evidence of wrong career choice or demonstrated need, e.g., disability, health issues that prevent residents from completing their initial program, etc.

- Transfers at the PGY2 or higher level will be dependent on availability of funding.

**Process:**

1. The Resident should make enquiries about the program that s/he is interested in; this may include seeking information from the PGME Office, talking to other residents and/or the Program Director of the program that s/he is interested in.

2. The Assistant Dean may wish to meet with the Resident to discuss the reasons for the transfer.

3. The Resident must meet the selection criteria of the program wishing that s/he wishes to transfer into. The Resident may receive a conditional offer of acceptance into a program, contingent on their release from their current program. The Resident should meet with their current Program Director to request the written release.

4. The PGME Office is provided with the letter of offer and the letter of release.

5. All transfers are contingent on funding. If additional funding is required to facilitate the transfer McMaster has four extra funding years (the funding allocation may change from year to year – funding provided since March 2003). Transfer requests requiring additional funding, will be reviewed by the Postgraduate Resident Transfer Committee (PRTC).
TRANSFERS REQUIRING ADDITIONAL FUNDING

Postgraduate Resident Transfer Committee (PRTC) – only for those transfers requiring additional funding

Transfer requests for this pool of funding will be reviewed by an ad hoc committee on postgraduate Resident transfers. The Postgraduate Resident Transfer (PRTC) Committee will adhere to the Ontario policy on transfers.

Composition of the Committee:

- Assistant Dean, Postgraduate Medical Education (Chair)
- Two Program Directors will be appointed annually by the Assistant Dean, PGME. The program directors selected will be program directors who are not directly affected by transfer requests.
- Postgraduate Manager

Process to Request for additional funding:

1. The Program Director of the receiving program submits to the Assistant Dean, PGME, the completed Transfer Funding Request Form (available through Medportal: http://postgrad.medportal.ca/).

2. The transfer request is reviewed by the ad hoc committee.

3. Residents who make requests will be contacted, in writing, of the final decision of the ad hoc committee. Program directors of the program that the Resident was applying to will also be notified. Successful resident(s) will then seek to obtain release from their current program. The date of the release would be negotiated by the Resident, the current program director and the new program director.

4. Once the transfers have been finalized, the Ad hoc committee will report back to the Faculty Postgraduate Medical Education Committee.

INTRA-PROVINCIAL TRANSFERS

1. The Postgraduate Medical Education office will communicate with the Resident seeking a transfer to another university and determine if s/he wishes to proceed with the intra-provincial process.

2. Intra-provincial transfers are reviewed by the PGM:COFM, a committee which consists of the Postgraduate Deans from the Ontario medical schools (normally at the March meeting).

3. Direct and equal transfers are sought during this process.

4. Transfers for geographic reasons are considered lower priority.
TRANSFER MECHANISM VIA SECOND ITERATION OF CARMS

Residents are able to apply for positions available in the second iteration of CaRMS. The principles outlined above still apply. Please refer to the CaRMS website for details: http://www.carms.ca/jsp/main.jsp. Please note that the deadline for applications for the second iteration of CARMS may be before the results of the first CARMS match are available. Applications for transfer through this route will NOT be accepted after the deadline.

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