

## Postgraduate Medical Education (PGME)

Title:	Resident Transfer Policy	Number:	024
Approved By:	PGME Committee		
Approval Date:	Feb. 21, 2023		
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### Preamble

On occasion a Resident may wish to internally transfer from one residency program to another within The University of British Columbia (UBC). Some constraints (i.e. institutional funding and/or capacity) may limit the availability of program transfers. Whilst The University of British Columbia Postgraduate Medical Education Office will try to provide opportunities for program transfer to Residents, it may not be possible to accommodate all transfer requests.

The following describes both the guiding principles and process which apply when a Resident requests to transfer between UBC programs.

### Policy

1. This Policy applies to transfers by Residents from one UBC Program (Home Program) to another UBC program (Receiving Program).
2. Residents in Family Medicine and Royal College programs who are funded by the BC Ministry of Health and do not have an active Return of Service Agreement are eligible for consideration of transfer. Residents who are on remediation or probation are not eligible for transfer unless PG Dean and receiving program agree that reason for remediation is unique to original program and any underlying performance issues are not likely to affect performance if transferred.
3. All requests for transfer must initially be made to the Postgraduate Medical Education Dean's Office (PGME). Final approval of all transfers rests with the PG Dean.
4. PGME will support requests for transfer where the Resident has completed at least 6 months of postgraduate 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.
5. In responding to requests for transfer, the integrity and principles of the CaRMS match must be maintained. Transfers should not subvert the CaRMS match.
6. Only a single transfer will be considered for an individual Resident during their residency at UBC.
7. There must be an available position in the Receiving Program and the Receiving Program must be willing to accept the transfer. All transfers are dependent on availability of capacity and funding.



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8. 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 they use in the CaRMS match. All Residents should experience a fair, transparent and equitable consideration of their transfer request.
9. Consideration of requests for transfer will typically occur twice during the Academic year, April and November. Transfer requests from PGY-1 Residents will only be considered after January 1st of the Resident's PGY 1 year.
10. Requests for transfers by Residents will be maintained in strict confidence by all parties until approval of the transfer is granted.

### Procedure for Transfer

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1. A Resident requesting a transfer will contact the Postgraduate Dean's Office (PGME). The PG Dean, Assistant PG Dean, or Faculty Lead for Resident Affairs will consider whether the Resident meets the criteria for transfer and will confirm whether the receiving program will consider the request for transfer.
2. The PG Dean will advise the Resident whether the request for transfer will be supported by PGME. 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 PGME, 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 a summary of the Resident's learning experiences, performance and achievements 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. The latter is recommended and a Resident to be reviewed for acceptance. A Receiving Program is not obligated to accept Residents who do not meet the admission requirements of the Receiving Program.
4. Transfer requests are confidential and PGME 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. It is recommended this authorization be documented.
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 PGME 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. Reasons for non-acceptance are at the discretion of the Program Director.
6. If the Receiving Program accepts the Resident for transfer then the Program Director will inform the Resident and the PGME. Once the Resident has accepted the transfer, they would normally inform their Home Program (this can be done by PGME at the request of the Resident). PGME will arrange appropriate funding for the transfer in consultation with the Home Program Director and Receiving Program Director.

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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. Determination of how much training the Resident has done in the Home Program which is credited to the Receiving Program's training is at the discretion of the Receiving Program's Competency Committee.
9. PGME will issue a revised Letter of Appointment to the Resident.

Action	Committee	Date	Status
Approved	PGME Policy Working Group	Oct. 12 2022	Recommended to PGME Executive
Approved	PGME Executive	Jan. 24, 2023	Recommended to PGMEC
Final Approval	PGME Committee	Feb. 21, 2023	Approved