



Université d'Ottawa - University of Ottawa

Faculté de médecine
Études médicales postdoctorales

Faculty of Medicine
Postgraduate Medical Education

THE UNIVERSITY OF OTTAWA / FACULTY OF MEDICINE POSTGRADUATE MEDICAL EDUCATION

Guidelines for Trainees Wishing to Change Programs

PRINCIPLES

1. Programs should be flexible and be open to changes that facilitate residents' future careers.
2. Programs should not be forced to take candidates who do not fulfill the Program's admission standards or when the Program's resources are insufficient to handle additional residents.
3. The Postgraduate Medical Education Office will facilitate internal transfers wherever possible, while maintaining student confidentiality.
4. Current MOH funding quotas and resource allocation for individual Programs should be respected.
5. Transfers will be monitored to ensure maintenance of the 40/60 ratios of family medicine to specialty.
6. Transfers should not be perceived as an alternative to the CaRMS match.
7. Residents with Ontario Ministry of Health (OMOH) funding can sometimes be permitted to transfer with funding to another Ontario Medical school. However, residents cannot transfer out of province with an OMOH funding stream.

IMPLEMENTATION

1. Internal transfers at The University of Ottawa can be considered at any time, but are subject to the policy of PGM:COFM with respect to restrictions in the PGY1 year.
2. A transfer process can be initiated by a resident discussing a proposal with the Assistant Dean. While all discussions are confidential the sending and receiving Program Director should be involved as early as possible. If a transfer seems possible, the resident will be informed by the Postgraduate Medical Education office and given the option to approach the Program Director of his/her preferred Program. If a transfer does not seem possible the request can be brought to the Ontario wide meeting by the Assistant Dean of Postgraduate Medical Education, with the resident's permission.

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3. The selection process is managed by the individual Program Directors. The selection process and selection criteria for entry into the Program for a transfer are the same as those for selection at the PGY1 level for new entrants from medical school. If the "transferring" resident is deemed acceptable by the Program Director, a written offer should then be sent to the Postgraduate Medical Education Office, providing the expected date of transfer and level of training. The resident and the Postgraduate Medical Education Office should jointly request a release from the current Program.
4. Transfer to a new Program should occur at the end of the academic year. If, however, the Program to which the candidate is transferring to, has content specific to fulfill Royal College or CFPC requirements, adjustments may be made in the current training year with written agreement by both program directors.
5. In principle and wherever possible, Programs losing a PGY1 position will gain a PGY1 position the following year thus maintaining their total resident complement. Programs gaining a position will reduce their PGY1 quota the following year. The Resident Placement Committee will review the final distribution of PGY1 quotas prior to the CaRMS match.
6. All transfers must have the approval of the Assistant Dean, Postgraduate Medical Education. Transfers will be only be approved if the sending program submits a written release, including all conditions of release, to the Assistant Dean, Postgraduate Medical Education with a copy to the receiving program director and the resident signs a written agreement from the receiving program, indicating the transfer date and any conditions of transfer.

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