

Policy	Queen's PGME Transfer Policy
Approved by PGMEC	April 9 th , 2025
Approved By SOMAC	May 12 th , 2025
Effective Date	May 12 th , 2025
Review to Commence	May 2028
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education
Responsible Officer(s)	Associate Dean, PGME
Relevant Policies	National Transfer Guidelines COU Principles of Transfers in Ontario Residency programs

1. Purpose

The purpose of this policy is to outline the transfer process for Queen's residents who wish to transfer internally or externally. The PGME office will ensure access to the transfer policy, its processes and will provide support to residents exploring or requesting a transfer in accordance with the timeline outlined below.

The PGME office is available to respond to questions or concerns about transfers, the application process and procedures of the policy.

2. Scope

This policy applies to all postgraduate residents who are registered in a residency program at Queen's University. There may be additional steps for sponsored residents (e.g., internationally sponsored, Department of National Defense). This policy does not apply to residents registered in postgraduate training programs at other institutions. All residents must apply for transfer consideration through their home institution.

3. Guiding Principles and Transfer Requirements

3.1 All residents must have access to fair and equitable consideration for transfer requests. Transfers should not subvert the CaRMS match. Residents are encouraged to utilize the second iteration of CaRMS as a potential route to change programs, particularly for requests to transfer to programs at another institution.

3.2 All residents have access to the Wellness Office and Student Wellness Services to explore career counselling or seek other advice and guidance as applicable to their circumstances.

3.3 All transfers should ideally optimize the supply and distribution of physicians in Ontario to meet provincial and/or societal needs that facilitate access to health care for all Ontarians.

3.4 Transfers should not significantly alter the distribution of residency position allocation across schools and within disciplines.

3.5 PGY 1 residents must have finished at least 6 months of residency in their program before making an

application for transfer.

3.6 Given that funding to PGME by the Ministry of Health is fixed, consideration must be given to the years of funding (+/-) impacted by transfer requests.

3.7 For external transfers, funding does not follow the resident, and the receiving school must have funding to support the years needed for the resident to complete training.

3.8 Each transfer request will be considered on its own merit, with consideration given to extenuating circumstances. Examples of extenuating circumstances include, but are not limited to family, wellness, and health. These are considerations and do not guarantee that a transfer will be successful.

3.9 Applicants should be of similar quality to successful candidates through the CaRMS match in the receiving program and the program must use similar selection criteria, along with any additional documentation stated in the National Transfer Guidelines when considering transfer requests.

3.10 An application to transfer does not guarantee that it will occur. Issues regarding funding and program capacity must be considered.

3.11 All discussions between the resident and the PGME office will remain strictly confidential until such time as the program director of the receiving program requests a reference for the home program director or makes an offer of a training position. The resident will be notified before any communication with the home program director.

3.12 Residents are limited to one transfer per year and, if they wish to seek another transfer, must spend at least six months in the new program before making an application again.

3.13 Residents who have accepted a transfer are not eligible to remain on the transfer list and will be removed for that year.

3.14 Residents can be added to the external transfer list if they are unsuccessful in securing an internal transfer.

3.15 Residents in the last six months of training are normally excluded from the internal and external transfer process. This is in keeping with the Ministry of Health policy. Exceptions may include where there is a direct connection between programs (e.g., Family Medicine to Public Health)

3.16 Residents in a one-year program (e.g., Family Medicine Enhanced Skills) are not eligible for transfer and should review the MOH re-entry program as a potential alternate route to train in a different specialty.

Program directors are not obligated to accept residents who do not meet admission requirements.

4. Responsibilities

4.1 Residents will:

- 4.1.1 Familiarize themselves with the transfer policy and procedures.
- 4.1.2 Ensure they meet the eligibility criteria for transfer.
- 4.1.3 Arrange an appointment with Queen's PGME to review the transfer process and eligibility criteria.
- 4.1.4 Consult with PARO as appropriate to their circumstances
- 4.1.5 Organize an elective rotation, if feasible.
- 4.1.6 Make initial contact with the receiving program to indicate interest while ensuring that they are following the national transfer guidelines and working with their home PGME office.
- 4.1.7 Adhere to application deadlines and provide all required documentation.
- 4.1.8 Apply through CaRMS second iteration if there's an opportunity to apply to the program of choice.
- 4.1.9 Notify home program director upon receiving offer.
- 4.1.10 Negotiate the release date with input and agreement from both program directors.
- 4.1.11 Confirm with their sponsoring organization, if applicable, that they have permission to engage in the transfer process.
- 4.1.12 Consult with the Wellness Office as appropriate to their circumstances.

4.2 The Program Director will:

- 4.2.1 Review transfer applications and identify where program capacity exists and confirm with the PGME office that there is funding to support the required training years.
- 4.2.3 Evaluate applicants based on merit and extenuating circumstances using similar selection criteria, along with those outlined in the national transfer documents, as used in the CaRMS selection process.
- 4.2.4 Maintain confidentiality of discussions.
- 4.2.5 Notify the PGME office of decision to approve or decline the transfer application.
- 4.2.6 Confirm if the transfer is approved by the PGME office and then send a letter of offer to the resident and copy the PGME office.
- 4.2.7 Review eligibility for the potential application of credit for prior training and notify the PGME office.
- 4.2.8 Refer residents to the Wellness Office for additional support as deemed applicable
- 4.2.9 Refer residents to PARO for additional support as needed

4.3 The PGME Office will:

- 4.3.1 Provide advice and policy guidance to residents and programs on internal and external transfers
- 4.3.2 Refer residents to the Wellness Office for support around career counselling and/or other supports
- 4.3.3 Refer residents to PARO for support as deemed applicable
- 4.3.4 Ensure residents have access to the transfer policy and its processes by posting the information online and in newsletters.
- 4.3.5 Maintain strict confidentiality of discussions between the resident and the PGME office until the program director of the receiving program requests a reference or makes an offer.
- 4.3.6 Advise residents on the transfer process including providing documents and application forms relevant to the transfer request.
- 4.3.7 Review and forward applications.
- 4.3.8 Review and confirm funding and program capacity, including consultation with external sponsoring organizations as applicable.
- 4.3.9 Finalize transfers with an approval letter from the associate dean and facilitate the completion of all administrative requirements (e.g., notifying KHSC, CPSO, CFPC, RCPSC as applicable).

5. Internal Transfer Process

- 5.1 Residents are encouraged to contact the program director of the program they are interested in and, where feasible, set up an elective rotation.
- 5.2 Residents seeking transfer programs should contact the PGME office and arrange an appointment with the program manager. They will be advised of the transfer process and will be provided with an application to transfer that must be completed to officially begin the transfer process.
- 5.3 A signed application form that authorizes the PGME office to release their application package including their assessments, CV, cover letter, training history (including any remediation, probation, outcomes and leaves from the program) and references to the requested program will be required.
- 5.4 There will be 3 dates throughout the year where transfers will be considered:

Application Deadline	Eligible Candidates	Decision Deadline
September 30	Internal PGY 2 or higher	December 15
January 31	Internal PGY 1+PGY 2 or higher	Before July 1
March 31	All residents seeking an external transfer	Variable – falls under the National Transfer Guidelines

5.5 The PGME office will review internal applications and will forward applications to the receiving program. This does not guarantee that a transfer will happen.

5.6 If the RECEIVING program and RPC (or delegate committee) determine that they want to make an offer, they will contact the PGME office to determine if the funding for required training is available. If approved, the program will provide an official letter of offer, copying the candidate and the PGME Office.

5.7 The letter of offer should include the anticipated start date in the program and PGY level for the letter of appointment.

5.8 Consideration of credits for prior training will follow the guidelines of the CFPC and RCPSC as applicable with corresponding program relevant processes (e.g., observed clinical time):

5.8.1 A transfer to and from the same program will normally result in a resident being appointed to the training level they are currently at or anticipated to be as of July 1.

5.8.2 A transfer to a new program will normally result in being appointed to a PGY 1 level until such time as an assessment for possible credit of prior training can occur.

5.8.3 If the transfer occurs through the CaRMS R-1 match, it is to a PGY 1 position, and it is at the program's discretion to determine if based on service and education needs, credit can be assessed and applied to previous training to expedite the training.

5.9 The applicant will provide this letter to their HOME program director and request a release from the program. This letter is to be copied to the resident and the PGME Office

5.10 Due to rotation and call schedule requirements, both program directors must agree on the start/release date. This may require negotiation.

5.11 Transfer applicants must be prepared that transfer may not be possible until the beginning of the academic year (July 1).

5.12 The PGME Office will finalize the transfer with an approval letter from the associate dean.

5.13 The PGME office will issue the letter of appointment and notify KHSC, the CPSO and the respective college (CFPC or RCPSC).

6. External Transfers

6.1 Queen's residents wishing to transfer to a program at another university should contact the PGME office and arrange an appointment with the program manager. They will be advised of the transfer process and will be provided with an application to transfer that must be completed to officially begin the transfer process.

6.2 PGY 1 residents can only apply after completing six months in the home program.

6.3 Residents must provide a CV, cover letter, references, and their permission to release all summative training assessments to the receiving program.

6.4 Residents must also provide their consent to share their training record, including information about any leaves from the program or any remediation, probations or suspensions and the outcome.

6.5 A signed application form authorizing the PGME Office to release this information to the desired program will be required.

6.6 External transfer applications must be submitted to Queen's PGME by March 31 each year.

6.7 Residents applying through CaRMS second iteration must follow CaRMS specific application deadlines.

6.8 Residents are encouraged to contact the program director of the requested program to express their interest and set up an elective where feasible. However, all application material will be sent from the HOME PGME Office to the RECEIVING PGME Office.

6.9 If residents are contacting other programs, they must advise they have contacted their HOME PGME Office and are applying through the official process.

6.10 External applications for transfer will be considered after the second iteration of CaRMS. All external

requests for residency positions at Queen's, including re-entry repatriation, and transfers, will be considered by programs after the R1 match second iteration of CaRMS. Residents wishing to transfer are encouraged to apply in a second iteration to their program(s) of choice if those are available.

6.11 Reciprocal transfers are sought during this process as funding from Queen's University cannot be released to another university. If the receiving university wishes to offer a place to a Queen's resident, then that university must make the required funding available.

6.12 The RECEIVING PGME office will inform Queen's PGME in writing of the decision to approve or decline the application to transfer.

6.13 The PGME office will confirm in writing if the transfer is approved.

6.14 The resident will be required to inform the program director of the HOME program that they have been accepted into another program and to negotiate a mutually acceptable release date, usually July 1 for the start of the new academic year.

6.15 The program director of the HOME program will provide the PGME office with the written decision to release the resident from their program, including the release date.

6.16 The associate dean, PGME, will be provided with all documentation. The PGME will forward an official letter of offer to the PGME office at the receiving school.

Approval History:

PGMEC	January 27, 2022	SOMAC	n/a	Faculty Board	n/a
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