



TRANSFER INFORMATION

Residents' FAQs

The PG Office is here to support and help you through the transfer process. This document is intended to answer some frequently asked questions about transfers.

Transfer decisions are based on a competitive process, funding, and trainee capacity at the receiving program/institution. An application for transfer does not guarantee that it will occur.

Q: Who can I talk to about transfers?

A: [Denise Jones](#), the PGME Program Manager is available to meet with you to answer your questions and assist you through the transfer process.

We understand that the transfer process can be stressful, so we would strongly encourage you to reach out to Dr. Melissa Andrew, Director, Resident Wellness. She helps support trainees through career decisions and the transfer process, if you feel you would benefit from additional support and resources. Appointments with Dr. Andrew are normally scheduled on Wednesdays and can be organized by emailing postgradwellness@queensu.ca.

Q: What resources are available to me?

A: Please refer to the [Transfer Information](#) available on the PGME website, which includes the following information:

- [National Transfer Policy](#)
- [Queen's PGME Transfer Policy](#)
- [Transfer Application form](#)

Q: When can I apply for a transfer?

A: PGY1's must complete at least 6-months training before submitting a transfer application, i.e., after January 1st.

There will be 3 dates throughout the year where transfers will be considered. Trainees in the last six-months of their training program are normally excluded unless there is a direct training pathway from one program to another in accordance with the MOH/COU Pools Framework Policy (e.g., Family Medicine to Public Health and Preventive Medicine).

Application Deadline	Eligible Candidates	Decision Deadline
September 30	Internal PGY2 or higher	December 15
January 31	Internal PGY1 + PGY2 or higher	Before July 1
March 31	All trainees seeking an external transfer	Variable – falls under the National Transfer Guidelines

Please note that the 2nd iteration of the Medicine Subspecialty Match cannot be used to transfer. You will need to apply through the National Transfer process.

The national transfer process (e.g., external transfer) involves registering your request with your Home PGME Office. The Home PGME Office will advise the Receiving PGME Office of the request. The Receiving PGME Office will advise if they have capacity to consider after the 2nd iteration of CaRMS. If so, the Home PGME Office will send your application. See national transfer policy for more information.

Q: How do I apply for a transfer?

A: The [Transfer Application form](#) is available on the PGME website and includes the following components:

1. *Letter of intent
2. CV
3. MCCQE Part I results
4. Consent to release ITERS & training record to programs considering your application
5. 3 references (may be a letter or contact information for three current faculty members)

*Letter of intent – Consideration is given to extenuating circumstances, i.e., family illness, etc., so please include details in your letter of intent. However, there may be other applicants with similar considerations and this forms part of the consideration. If you are applying to several programs or schools, you may wish to craft a separate letter for each. We would encourage you to find out about the programs you are interested in and what makes them unique/different and what you might contribute to those programs.

The application form has space for 3 program choices and 3 school choices. If you request exceeds these numbers please send a list, in order of preference to [Denise Jones](#).

Q: What does the transfer application entail?

A: Your application is only sent to programs / schools who express interest and ask to review it. Programs use similar selection criteria to the CaRMS match when considering transfer requests. If a program wishes to interview you, they will contact you to schedule an interview and your home PGME Office will be informed if an offer is to be made.

Q: What factors impact my chances of successfully transferring to another program or school?

A: The PGME Office must have funding available to support your request. For example, if you are looking to transfer from Family Medicine to Emergency Medicine, the PGME Office must have funding to support 5 years of training as opposed to 2 years of training. Also, the program you are interested in must have capacity to accept an additional trainee.

Q: Is funding transferable between schools?

A: No, funding is not transferable between schools.

Q: Is it OK to reach out to the programs I am interested in?

A: Yes, we encourage you to reach out to the Program Director or Administrator of the programs you are interested in to express your interest. You should let them know that you are aware of the national transfer process and have been in touch with your PGME Office so that they know that you are following the rules and not circumventing the process. This will also keep that PD from telling you to go back and start at your school.

Q: Is there anything I can that might increase my chances of success?

A: If you can, try to schedule an elective in the specialty or location you are interested in. This also gives you the opportunity to see if the program might be a good fit for you.

Q: Are there are other routes to transfer?

A: Yes, we would strongly encourage you to apply through the 2nd iteration of the R-1 CaRMS match if there are unfilled positions. CaRMS positions are a guaranteed spot with funding and forms a binding contract. You will need to include the documents required in the transfer application form as you are using the CaRMS match as a possible route to transfer, which may require the input/assistance of our office. If you are successful, we will take you off the transfer list.

Q: What are my options if my transfer request is unsuccessful this year?

A: You are welcome to apply again next year. However, as mentioned above, trainees in the last six-months of their training program are not normally able to apply.

If the transfer process is unsuccessful you may wish to consider the Ontario Government, Health & Human Resources [Physician re-entry program](#) after you complete core training. To apply you must have been in full-time practice in Canada for a minimum of 12 consecutive months at the time of application and a 2-year Ontario return of service requirement applies after training.

Q: I don't want my program to know I am exploring transfer options. Is this process confidential?

A: Yes, this process is completely confidential until one of the following occurs:

- PD of receiving program wants to connect with your current PD for reference purposes
- The program offers you a position
- You provide consent

Q: If I am offered a transfer position, am I obliged to accept it?

A: No, a transfer offer is not binding, and you can turn it down as opposed to the 2nd iteration of CaRMS, which is a binding contract.

Q: What are my chances of success? Do you have statistics of past year success rates?

A: This is a dynamic process, and every year is different. We cannot provide you with a statistical number.

Q: If I am successful in securing a transfer offer, when will I start?

A: Most transfers are effective July 1.

Note: The expectation is that you will complete the remainder of the academic year with your current program. You can choose to use any remaining vacation time at the end of the academic year to facilitate the move to your new program in consultation with your current program.

Q: What PGY level will I be appointed to upon transfer?

A: Normally you will be appointed at a PGY1 level if you are changing programs until your new program & Competence Committee completes a training assessment to determine if any credit can be applied. As a result, your salary, may be impacted by the transfer. The anticipated training level will be detailed in the letter of offer. More information can be found in the Queen's PGME Transfer Policy linked on page 1.

Document Created by	Denise Jones
Effective Date	January 23, 2024
Review to Commence	Annually
Responsible Portfolio/Unit/Committee	PGME Office
Responsible Officer(s)	Program Manager, PGME
Document Amended by	
Summary of Changes	
Effective Date	