# Resident Transfer Procedure

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| **Procedure:**  | PGME Resident Internal Transfer  |
| **Policy reference:**  | Resident Transfer  |
| **Contact:**  | Coordinator, Admissions and Resident Administration, PGME Office306-966-1941 |
| **Last update:**  | June 2021 |

# PURPOSE

This document outlines procedures for internal transfers, while balancing flexibility for Residents and sustainability for programs, as established in the Resident Transfer policy.

**2. INTRODUCTION**

The following document summarizes the steps that are followed when a Resident wishes to transfer from one residency training program to another within the University of Saskatchewan.

Residents who currently hold a valid contract and wish to apply to a different program through the second iteration of CaRMS should also contact the Director of Transfers/delegate and should carefully review the information provided by CaRMS regarding the legally binding nature of a match.

Residents seeking transfers to non-UofS programs should discuss this with the Director of Transfers/delegate.

Discussions between Residents and the Director of Transfers/delegate regarding potential transfers will be confidential.

**3. SCOPE**

This document applies to Residents in positions matched through CaRMS, and only to transfer within training programs in Saskatchewan.

Other Residents should consult directly with the Director of Transfers/delegate.

**4. DEFINITIONS**

n/a

**5. RESPONSIBILITIES**

The Resident is responsible for initiating, and following the procedure outlined below.

**6. SPECIFIC PROCEDURE**

1. **Transfer request**
	1. Transfer requests will be initiated by the Resident.
	2. Where a Resident’s request for transfer is motivated by issues of intimidation or harassment, the Resident should discuss this directly with the Associate Dean, PGME/delegate prior to taking any further steps. Issues related to intimidation and harassment should be addressed comprehensively – not simply by removing the Resident from the situation. This however would not prevent the Resident from continuing to pursue transfer options should they so desire.
	3. Residents considering transfer are strongly advised to discuss this with the Director of Transfers/ delegate even before they have made a final decision to pursue this option. Such discussions would be held strictly confidential and would not obligate the Resident to pursue transfer.

The purpose of such discussions would be to assist the Resident in evaluating their career goals and the optimum pathway to reach those goals and to outline the process, timelines and obligations of the Resident with respect to transfers.

* 1. Residents holding existing contracts who are contemplating a career change through the 2nd iteration of CaRMS are also encouraged to discuss this with the Director of Transfers/delegate to ensure that they are apprised of the regulations applicable to such a transfer. Such discussion would not jeopardize the Resident’s existing position, and would be held confidential.
	2. Residents with a return of service (ROS) commitment to the Saskatchewan Ministry of Health (MOH) can discuss their internal transfer interests with the PGME Director of Transfers/delegate. If a funded internal transfer position is available for a resident with an ROS, the PGME office will contact the MOH for approval to proceed with the transfer application. The MOH may approve or deny these requests at their discretion. MOH decisions around transfer for residents with ROS are not appealable. If the MOH approves the request, the regular process will be followed with regard to application documents, selection and position offers.

	Residents with ROS are responsible for contacting saskdocs to determine how a successful transfer will impact their ROS commitment. If a resident with ROS is successful in their internal transfer application, they will be required to sign their amended return of service agreement prior to commencing their new residency training program.
	3. The Director of Transfers/delegate would be able to assist the Resident in determining if the proposed recipient program is able to accept another Resident and if not, what alternatives are available to the Resident.
	4. If no positions are available in the desired program the following options are available:
		1. Residents may consider application to a different program
		2. Residents may elect to remain in their current program
		3. Application through the 2nd iteration of CaRMS
	5. If the proposed program is able to accommodate another Resident at the appropriate level, and the Resident wishes to proceed, a completed Internal Transfer Consent Form must be submitted to the Director of Transfers/delegate.
1. **Transfer formal application**
	1. If the transfer is approved, the PGME office will work with the Resident to submit a formal application to the recipient program and comply with any application procedures stipulated by the program (interview, references, etc.).
	2. The Resident must provide their consent for their PGME office to release the following documents/information to the receiving program:
		1. All in-training (ITER) assessments
		2. Summary of Training Record from the PGME office (including leaves from the program)
		3. Brief summary from the PGME office regarding any remediation and outcomes. If there are ongoing investigations/appeals in progress, the receiving program will be notified
		4. The Resident will provide a current CV and a brief letter outlining their request and the reason for the transfer
	3. The recipient program will review transfer applications to determine if they wish to offer an interview to any or all of the applicants. Programs are not required to offer interviews to applicants. An interview is not a guarantee of acceptance into the program.
	4. Programs are expected to follow a robust selection process similar to CaRMS to determine if a position will be offered.
	5. Upon notification by the recipient program of a successful application, the PGME office will send a letter of appointment to the applicant for their acceptance into the recipient program.
	6. Upon written confirmation of acceptance into the recipient program, the resident will provide written resignation to their home program director in the time frame set out by the Collective Agreement, which is one calendar month. A copy of the resignation letter must be sent to the PGME office.
	7. It is strongly recommended that the current and recipient Program Directors agree to a mutually acceptable transfer date. Adverse effects on programs arising from transfer should be minimized.
	8. Resident assessments will be provided by the home program if this is required to determine credit for training. The home program may provide and vacation and/or sick leave accrual information to the recipient program for employment purposes.
2. **Transfer completion**
	1. Residents must meet with their original Program Director to review outstanding responsibilities and expectations at least one month prior to transfer. These expectations should be outlined in writing and placed in the Resident’s file. A copy should be provided to the Resident.
	2. It is expected that Residents will act in a professional manner to fulfill all existing clinical and educational responsibilities to their original program. This includes, but is not limited to:
		1. full participation in day to day clinical and academic activities while they remain in the program
		2. completion of discharge summaries and operative/procedure notes
		3. on call responsibilities
		4. attendance and participation in scheduled academic rounds and teaching responsibilities
		5. research reports etc.
	3. Residents should complete thorough transfer notes on all patients under their care and ensure direct communication with the Resident who will assume care of the patients.
	4. Education and vacation leave should not be granted during the notice period.
	5. The original Program Director will provide a letter to the receiving Program Director and the Associate Dean, PGME attesting to the fact that the Resident has satisfactorily completed all outstanding duties within their original program within 30 days of transfer.
	6. If a Resident fails to fulfill these responsibilities, the Program Director should outline how the Resident has failed to meet the agreed upon expectations. Failure to fulfill the responsibilities discussed above is a breach of professionalism and will result in a report appended to the Resident’s file.
	7. Any outstanding evaluations of the Resident must be submitted before the transfer can occur. The final evaluations and a summative report from the original Program Director must be completed within 30 days of the Residents last day in the program. Outstanding evaluations of Faculty and rotations by the Resident should be completed and submitted to the program within 30 days of their last day in the program.

# 7. FORMS AND TEMPLATES

**Process outline**

Resident contemplates transfer

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**Preliminary discussion with Director of Transfers**/delegate (confidential)

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If Resident wishes to proceed, Director of Transfers/delegate determines if position
and/or funding is available to support transfer and informs resident

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Resident wishes to proceed with transfer and submits a completedInternal Transfer Consent Form to Director of Transfers/delegate

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Resident provides documents to PGME office for **formal application to program**

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PGME office sends application to program

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Program may offer interview to resident to determine suitability/acceptability to program
(Programs do not have to offer interviews; an interview
is not a guarantee of acceptance into the program)

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Resident accepted / not accepted by program

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Program informs PGME office of their selection decision; if resident is accepted by program,
the PGME office issues formal letter of appointment.
(Program is responsible for informing residents who were not selected of the outcome
of the selection process. Transfer selection decisions are not appealable.)

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Upon formal acceptance of an offer of appointment with the recipient program, the Resident
must **notify (in writing)** the Program Director of the home program of intent to withdraw
from the home program and must send a copy of the resignation letter to PGME

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When a transfer start date does not occur on July 1st a mutually acceptable start date will be
established by both Program Directors before the letter of appointment is sent out

**8. REFERENCES**

PGME Resident Transfer Policy

RDoS Collective Agreement(Agreement between University of Saskatchewan and The Resident Doctors of Saskatchewan for the period January 1, 2018 to December 31, 2022)

Article 19- Dismissal and Resignation

**9. CHANGE HISTORY**

November 2018, June 2021