# Resident Transfer Procedure

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| **Procedure:** | PGME Resident Transfer |
| **Policy reference:** | Resident Transfer |
| **Contact:** | Coordinator, Admissions and Resident Administration, PGME Office  306-966-1941 |
| **Last update:** | November2018 |

# PURPOSE

This document outlines procedures for 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 Associate Dean, PGME/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 Associate Dean, PGME/delegate.

Discussions between Residents and the Associate Dean, PGME/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 Associate Dean, PGME/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 request 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 Associate Dean, PGME/ 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 Associate Dean, PGME/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. The Associate Dean, PGME/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.
  3. 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.
  4. If the proposed program is able to accommodate another Resident at the appropriate level, and the Resident wishes to proceed, a formal transfer request must be submitted in writing to the Associate Dean, PGME.

1. **Transfer approval** 
   1. If the transfer is approved, the Resident must:
      1. Submit a formal application to the recipient program and comply with any application procedures stipulated by the program (interview, references, evaluations, etc.);
      2. Upon notification by the recipient program of a successful application, provide written resignation to the current Resident program in the time frame set out by the Collective Agreement, which is 1 calendar month.
   2. 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.
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 Associate Dean PGME**/delegate (confidential)

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If Resident wishes to proceed, Associate Dean, PGME/delegate determines if position and/or funding is available to support transfer

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Resident discusses possible transfer with proposed Program Director re: suitability/acceptability to program in principle (This is not a guarantee of acceptance into the program)

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Resident wishes to proceed with transfer submits **a written request** to Associate Dean, PGME (Residents are encouraged to notify current Program Directors of their request for transfer by this point)

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Resident makes **formal application to program**

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Resident accepted by program

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Resident must **notify (in writing)** Program Director of current program of intent to withdraw from the program

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Mutually acceptable transfer dates established by both Program Directors

**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, 2015 to December 31, 2017)

Article 19- Dismissal and Resignation

**9. CHANGE HISTORY**

November 2018