THE UNIVERSITY OF OTTAWA/FACULTY OF MEDICINE
POSTGRADUATE MEDICAL EDUCATION
Guidelines for Trainees Wishing to Change Programs
Anatomical Pathology

SPECIFIC FOR ANATOMIC PATHOLOGY

1. AP program follows the General Principles of the PGME, see below.

2. If a transfer seems possible, transferring resident must be willing to give access to his or hers ITERs and other evaluations to AP program for review. The transferring resident must submit an updated CV with a statement of purpose and 3 letters of recommendations who are involved with his or her residency training, one of which must be from his or her Program Director for the transfer.

3. AP program uses the same selection criteria as PGY1 level entry through CaRMS. Selection process document is available in our departmental website under Anatomical Pathology/Policy and Guidelines at http://www.med.uottawa.ca/pathology/eng/postgrad_ap_resident_policies_guidelines.html.

4. After initial review of file, the transferring resident may be asked to appear for an interview with the Program Director or his or her delegate/s.

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 discussion 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.
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 PGY-1 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 PGY-1 position will gain a PGY-1 position the following year thus maintaining their total resident complement. Program gaining a position will reduce their PGY1 quota the following year. The Resident Placement Committee will review the final distribution of PGY-1 quotas prior to the CARMS match.
6. All transfers must have the approval of the Assistant Dean, Postgraduate Medical Education. Transfers will only be approved when the sending program submits a written request, including all conditions a 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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