

# Transfer of Residency Program Guidelines

PGMEAC Meeting  
October 25, 2024

Dr. David Chan, MD, MEd, FRCPC  
Faculty Lead, Admissions & Transitions, PGME



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# Transfer Guidelines

- Reviewed and updated to ensure processes and language are aligned with the national (AFMC) policy
- Provided additional details to improve transparency and clarity, while respecting the confidential nature of the transfer process
- Indicated that priority will be given to first-time transfer requests and to residents requesting a transfer prior to the final year of training in their home program – to align with Family Medicine where transfer requests will only be considered at the PGY1 level (except for those considering entry to Public Health and Preventive Medicine)
- Included information specific to Sponsored Residents
- Transfer section on PGME website being updated
- Information sessions planned for December and January

# Resident Selection: Conflict of Interest

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# Progress and Updates

- COI guide and selection committee member attestation form updated based on feedback received since the September PGMEAC meeting
- Included an emerging COI regarding participation in the selection process of more than one institutions
- Alignment of policies across TFoM
- COI guide introduced at the BPAS workshop on October 18, 2024
- Documents currently being reviewed by legal and privacy offices
- Distribution and email communication to programs planned for the end of next week and ahead of the R1 and PSM file review openings (Nov 29 and Jan 14, respectively)

# Latest Updates to the COI Guide

| Conflict of Interest  | Flag   | Recommended Action(s)  |
|---|--------|--|
| Currently participating and/or participated within the last two years in the admissions and selection process of another university's Faculty of Medicine | Red    | Individual must not be allowed to participate as a selection committee member              |
| Worked closely with an applicant to support their residency application   | Yellow | Recuse from the entire selection process or assign to a different CaRMS application stream |

## Selection Committee Member Attestation

- Are you currently participating and/or have participated in the last 2 years, in the admissions and selection process of another university's Faculty of Medicine, or have plans to do so next year?*