



Reporting Guideline: Internal Transfer & Off-Cycle Residents
(Appendix to [DFM Internal Transfer Policy](#))

Guideline Name:	Internal Transfer & Off-Cycle Residents in Department of Family Medicine (DFM)
Application/Scope:	All Family Medicine Residents enrolled in the Residency Program
Approved Date & Approved By:	January 19, 2022: Residency Program Committee (RPC), DFM January 12, 2022: Education Directors Subcommittee, DFM
Review Date:	Five years from the approved date / When Required

Internal Transfer:

1.
 - a) Family Medicine Central Education office will notify:
 - Associate Director of Quality Improvement (QI)
 - Office Assistant – Office of Research & QI (OR&QI)
 - Site QI Leads of former and receiving programs.
 - b) Associate Director of QI contacts Site QI Leads at former and receiving programs for discussion and hand-over
 - c) Site QI Lead of Receiving Program connects with the resident.
2.
 - a) The Education Director of the receiving program will discuss with the resident including reviewing the requirements list.
 - b) The requirements list is also shared with the resident.
 - c) The resident will also contact the receiving Site QI Lead.

Item	Person Responsible Reporting to Receiving Program/Stream (Education Director & Program Administrator)
Assessments	Program Administrator of former Program/Stream ** exported the data report from Entrada
Core Curriculum	New Program Accessing in Entrada Registration File
Mandatory Courses	Program Coordinator (Shannon Rankin)
Required Curriculum (i.e. Ultrasound, etc...)	Program Administrator of former Program/Stream
QI Project	Program Administrator of former Program/Stream (obtain the information from Site QI Lead/Office of Research & QI)
Implementing Evidence	Program Administrator of former Program/Stream (obtain the information from Site QI Lead)
SOO	Program Administrator of former Program/Stream

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Time-Off (i.e. Illness, Vacation, Conferences, other time-off)	Program Administrator of former Program/Stream
Other notes	Program Administrator of former Program/Stream

Off-Cycle:

1. Every block, Program Coordinator will send the Office of Research and QI the list of residents including off-cycle information (i.e. completion date, advancement date)

2.
 - a. Program Administrator informs the Site QI Lead at the site about the resident’s off-time information (i.e. revised advancement date, completion date, away time, etc...)

 - b. The Site QI Lead connects with the Resident & Office of Research and QI (QI Associate Director & Office Assistant – Office of Research & QI)