



## Department of Family Medicine Policy

<b>Policy Name:</b>	<b>Internal Transfer within Manitoba Department of Family Medicine</b>
<b>Application/Scope:</b>	All Family Medicine Residents enrolled in the Residency Program
<b>Approved Date &amp; Approved By:</b>	April 21, 2021: Executive Management Committee, Department of Family Medicine (DFM) April 14, 2021: Residency Program Committee, Postgraduate Medical Education (PGME)
<b>Review Date:</b>	Five years from the approved date
<b>Revised (Date):</b>	

### 1. BACKGROUND AND DEFINITIONS

1.1 Guidance for residents and streams regarding the internal transfer within the Manitoba Family Medicine Streams/Local Program

#### 1.2 **Definitions**

1.2.1 Internal Transfer within DFM: Transfer between two University of Manitoba Family Medicine Streams/Local Programs

1.2.2 Program-Directed: This would be an instance in which the resident's current Education Director feels a switch to a different program is in the resident's best educational interest. These cases are discussed at the level of the Resident Progress Subcommittee (RPS) and decisions are made there.

1.2.3 Resident-Directed: This would be an instance in which the resident requests a change to another Family Medicine Streams/Local Program.

1.2.4 Stream: A grouping of family medicine programs that have similarities based on a geographic or target population context, used to facilitate education planning and delivery (resident selection, academic requirements, educational activities, policies, etc...). Streams include:

- Urban
- Rural
- Northern
- Bilingual



1.2.5 Local Program: The local system that enables clinical and academic activities and supports designed to help residents achieve the program's articulated family medicine competencies. Local Programs include:

- Parkland
- Brandon
- Portage la Prairie
- Boundary Trails
- Steinbach
- Selkirk
- Thompson
- Northern-Remote
- Bilingual
- Access Fort Garry
- Access River East
- Access Winnipeg West
- Kildonan Medical Centre

1.2.6 Program Director: The individual responsible and accountable for the overall conduct and organization of the family residency programs. The individual is accountable to the PGME Associate Dean and Department Head.

1.2.7 Education Director: The individual responsible and accountable for the overall conduct and organization of the residency program at the local level. The individual is accountable to the Program Director, Family Medicine.

## **2. REASON FOR POLICY**

- 2.1 This policy provides guidance with respect to the internal transfer within the Manitoba Family Medicine Streams/Local Program

## **3. POLICY STATEMENTS**

- 3.1 For the Resident Directed, the underlying principle is to keep the Family Medicine overall numbers the same. Only a one-to-one swaps will be allowed.
- 3.2 Resident transfers must neither subvert nor supplant the CaRMS Match process which must be upheld and maintained
- 3.3 Residents, Program Director and Education Directors must be assured that each transfer request will be managed in an objective, fair, equitable and confidential manner according to the principles and procedures outlined in this document



#### **4. PROCEDURE STATEMENTS**

##### **Resident-Directed:**

- 4.1 A Family Medicine Resident who is interested in pursuing an internal transfer must contact the Family Medicine Program Director of wish to change into a particular program(s)
- 4.1.1 If the program(s) that the resident wants to switch to has an unfilled/open spot after CaRMS, the Program Director can explore this with the Education Directors(s).
- 4.2 If there is no unfilled/open spot, the Family Medicine Program Director queries all the residents in that program(s) to see if anyone is interested in switching into the current program of the resident who initiated the query.
- 4.3
- 4.3.1 If a resident is interested in switching then the relevant Education Directors explore further and a one-to-one switch is approved.
- 4.3.2 If no residents are interested, the request is denied.
- 4.4 After the switch is approved,
- 4.4.1 the Family Medicine Program Director will contact the resident to notify about the decision. Start date in the new Family Medicine Stream/Program will be determined. Resident's files will be transferred to the new Family Medicine Stream/Local Program.
- 4.4.2 Family Medicine central education office will notify Postgraduate Medical Education (PGME) & other required personnel about the Program/Stream change for updating the resident's records.

##### **Program-Directed:**

- 4.5 A request is made in which the resident's current Education Director feels a switch to a different program is in the resident's best educational interest. These cases are discussed at the level of the Resident Progress Subcommittee (RPS) and decisions are made there.

#### **5. REVIEW AND EFFECT ON PREVIOUS STATEMENTS**

- 5.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 5.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 5.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

#### **6. POLICY CONTACT**

Please contact the Family Medicine Postgraduate Program Director with questions regarding this document.

#### **7. REFERENCES**

[Postgraduate Medical Education \(PGME\) Policy](#)

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

<b>Guideline Name:</b>	Internal Transfer & Off-Cycle Residents in Department of Family Medicine (DFM)
<b>Application/Scope:</b>	All Family Medicine Residents enrolled in the Residency Program
<b>Approved Date &amp; Approved By:</b>	January 19, 2022: Residency Program Committee (RPC), DFM January 12, 2022: Education Directors Subcommittee, DFM
<b>Review Date:</b>	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

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

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)