

COMPETENCE BY DESIGN

TECHNICAL GUIDE 4: TRANSFERS

Subject

What is required when a resident transfers to another institution for training, or a different program within the same institution?

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Credentials Unit

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1.0

When a resident transfers into a different program at the same institution, or into a program in the same or different discipline at another institution, the receiving program is responsible for:

- conducting a comprehensive assessment of the resident's training and achievements,
- confirming the stage of training that is most appropriate for the resident to enter, and
- developing a tailored learning plan for the resident.

The program director and postgraduate dean of the outgoing program are responsible for providing the receiving program with a summary of the resident's learning experiences, progress and performance. The resident must be aware that this information is being transferred.

This applies to transfers between programs with competency-based requirements and to/from programs with time-based requirements.

WHAT IS REQUIRED WHEN A RESIDENT TRANSFERS TO ANOTHER INSTITUTION FOR TRAINING, OR A DIFFERENT PROGRAM WITHIN THE SAME INSTITUTION?



With resident consent, program director and postgraduate dean provide summary of resident :

- learning experiences
- progress
- performance



Program director, competence committee, and residency program committee provide:

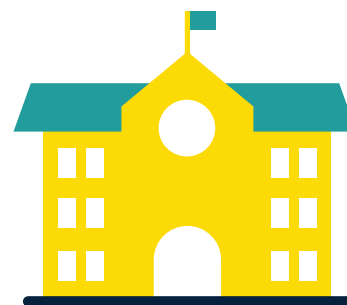
- comprehensive assessment of training
- confirmation of stage of training
- personalized learning plan



OUTGOING PROGRAM



Includes transfers to/from time-based programs and competency-based programs.



RECEIVING PROGRAM

Principles of Transfers

- The Association of Faculties of Medicine of Canada supports the ability of residents to transfer between residency programs in Canada.
- The Royal College does not need to be informed of any transfers.
- The receiving program assesses the progress of the resident and assigns the appropriate stage of training based on the comprehensive assessment of the resident's training and progress to date. The program director and postgraduate dean have substantial flexibility to place the resident at an appropriate stage of training within the receiving program.

WHAT NEEDS TO BE DONE

1. Transfer of resident's achievements

- The program director / postgraduate dean from the outgoing program releases a summary of the resident's learning experiences, performance and achievements to the program director / postgraduate dean of the receiving program.
 - Examples of information include but are not limited to: Entrustable Professional Activities (EPAs) and milestones achieved, required training experiences / rotations undertaken, electronic portfolio data, tailored program assessments, length of training completed, and leaves taken.
- The resident must give consent for the transfer of this information, and be aware that the program director, competence committee and residency program committee (RPC) will review it for the purposes of determining the resident's stage of training in the receiving program.

2. Assessment of resident's training and progress

- The competence committee of the receiving program reviews the summary of the resident's training and progress provided by the resident's outgoing program. The competence committee may request additional evidence of achievement.

- The receiving program may also require a practical assessment of the resident's competence, such as through a period of direct observation or simulation experiences. This additional data will also be considered in the assessment process.
- The competence committee maps the resident's educational experiences and progress to the program's curriculum plan.

3. Determination of resident status and learning plan

- Based on this holistic assessment, the competence committee makes a recommendation regarding the stage of training at which the resident will enter the program. The competence committee may also make recommendations regarding a tailored learning plan for the resident.
- The RPC considers the recommendation(s) of the competence committee and makes a decision regarding the stage of training at which the resident enters the program. This decision should be documented in RPC files, such as meeting minutes.
- The program director, with support of the RPC, develops a tailored learning plan for the resident.

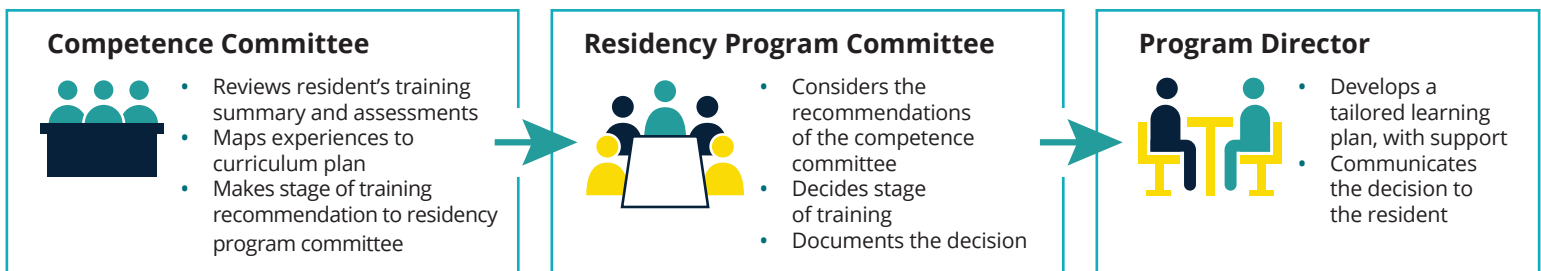
4. Commencement of training in the new program

- The program director (or delegate) communicates the decision about the stage of training and information about the learning plan to the resident. The resident should confirm their understanding of the decision and associated rationale.
- The Royal College does not need to be immediately informed of the transfer. At the submission of the notification of exam eligibility, the Royal College will then be informed of all residents in the program expected to take the exam.

WHERE THERE IS FLEXIBILITY

The receiving program and postgraduate dean have discretion to place the resident in the stage of training they believe is appropriate. The Royal College does not need to validate this decision.

DECISION MAKING PROCESS FOR THE RECEIVING PROGRAM OF A RESIDENT TRANSFER



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