

## Policies and Procedures

<b>Subject: Transfer Request Applications</b>	
Created: May 2015	Revised: Sept 2016, June 2018
Reviewed and approved by the Residency Program Committee: Feb 2024	Next review date: Feb 2027

Departmental Policy for Transfer Requests into the Family Medicine Residency Program at Dalhousie University from other Family Medicine or Royal College Programs outside of the CaRMS process.

All Faculty of Medicine transfer requirements must be met. Please refer to the PGME policy: <http://medicine.dal.ca/departments/core-units/postgraduate/calendar/resident-transfer/transfers-policy.html>

Applications will be reviewed by the Selection Sub-Committee twice per year. Applications submitted by April 30 will be considered for a July 1 start. Applications submitted by October 31 will be considered for a January 1 start. Other start times may be considered based on availability.

According to the College of Family Physicians of Canada (CFPC) requirements for residency eligibility, candidates will not be considered for terms less than 18 months if they are entering Family Medicine training from a Royal College program. Residents transferring to Dalhousie Family Medicine from other Canadian Family Medicine programs will be assessed individually upon commencing training to determine remaining competency requirements. All residents must complete a minimum of 24 months in Family Medicine training.

For an application to be considered by the Department Selection Committee it must include the following:

1. Medical School Transcripts
2. Current CV
3. Three academic letters of Reference (one from the Program Director if possible)
4. Personal Letter
5. Copies of evaluations for all rotations completed in current program forwarded by the Postgraduate Dean's Office of current program.

**Forward all documents to:** Postgraduate Program Director  
c/o. Family Medicine Education Secretary  
Department of Family Medicine, Dalhousie University  
1465 Brenton Street, Suite 402  
Halifax, NS B3J 3T4

Email: [fmeducation@dal.ca](mailto:fmeducation@dal.ca) Phone: 902-473-8047

The Family Medicine Education Secretary will arrange an interview if one is to be offered.