



Policies and Procedures

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| Subject: Site Transfer Requests | |
| Created: April 2024 | Revised: June 2024 |
| Reviewed and approved by the Residency Program Committee: June 2024 | Next review date: June 2027 |

In rare circumstances residents may request a transfer to another Dalhousie Family Medicine teaching site. These requests must be made in writing to the Residency Program Committee Executive (RPCE) via the resident's Site Director. The request will be reviewed by the RPCE and RPCE will vote on the motion following a discussion. Each transfer request will be reviewed on a case by case basis.

The RPCE will consider the following when determining the feasibility of the transfer request:

- Capacity of the receiving site
- Impact on learners, patient care, and the community at the present site
- Timing of the requests. Transfers in the first 6 months or last 6 months of training will not be considered unless there are extenuating circumstances (refer to Extenuating Circumstances Policy)
- Type of site. If moving from a block based to an integrated site or vice versa, the committee will consider how this will impact the resident's ability to meet competencies
- Learner status. Residents who are on a learning plan are not eligible for transfer
- Academic accommodations (if any) – the ability of the receiving site to meet the accommodation needs of the learner will need to be determined.

The decision of the RPCE will be final.