

Department of Family Medicine

Policy Name:	Credits from previous residency training
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	November 2, 2023
Contact Department:	P/G Program Manager dfmpgmanager@uottawa.ca

Purpose:

The purpose of this policy is to set out the principles by which credits for previous residency training will be processed, reviewed and approved.

Policy:

1. The Residency Program Committee (RPC) is responsible for approving the number of blocks that will be credited towards a resident's University of Ottawa Family Medicine residency program.
2. A resident can request up to a maximum of four (4) blocks of credit for previous, equivalent, residency training, (e.g. an R1 Adult Emergency Rotation in a General Surgery residency, cannot replace an R2 Adult Emergency Rotation in Family Medicine).
3. A resident can request that a maximum of two (2) University of Ottawa Family Medicine electives be credited based on previously completed residency training.
4. Previous Family Medicine and Family Medicine Rural rotations will not be credited.
5. In order to be considered, residents transferring from another residency program must submit their request for credits prior to commencing their University of Ottawa Family Medicine residency program.
6. Requests for rotation credits must be addressed to both the Program Director and the Unit Program Director.
7. The Unit Program Director must send their recommendation to the RPC within two (2) weeks of the resident completing their 3rd block of training.
8. The following information and documentation must be considered by the RPC when making a decision and must be submitted at the same time that the resident submits their request for credit:
 - a. The transfer resident's original residency program and the number of years completed
 - b. A list of all blocks completed in the resident's previous residency training program
 - c. Summative evaluations (e.g., ITERs) detailing the outcome of the assessed block rotations that the resident wishes to put forward for credits

- d. List of blocks, to a max of four (4) and of which only two (2) may be for elective time, that the resident is requesting to be considered for credit. The list of blocks must include a narrative indicating how the experiences in their previous residency program are equivalent to the experiences they wish to have credited and
- e. The strength of the resident's overall status in the University of Ottawa's Family Medicine residency program will be an important aspect in determining any final decision.

Procedure:

Following acceptance into Family Medicine by a Transfer Resident, the DFM will provide the resident with information pertaining to the Credits from Previous Training Policy, including a timeline of relevant dates, which is variable depending on start date of residency. Once the resident has been assigned to an academic unit, the Department will solicit a resident's interest in applying for transfer credits. This will allow the unit to plan the residents rotations accordingly.

One month prior to commencing residency, the resident will submit their Rotations for Credit Request Form to the University of Ottawa's Family Medicine Program Director (dfmpgmanager@uottawa.ca) accompanied by the appropriate documentation as noted above in section 8. The Department will provide the Unit with the information.

The resident's Unit Coordinator will make every effort to ensure that a minimum of one Family Medicine (FM) block is scheduled during the resident's first two (2) blocks of training. Additionally, the Unit Coordinator will ensure that no rotations for which the resident is seeking to transfer credits, are booked during the residents first seven (7) blocks.

Prior to the completion of the resident's third block of training, the Unit Program Director, in consultation with the resident's primary preceptor will review the resident's request and meet with the resident to discuss the recommendation that will be put forward to the RPC. The Unit Program Director will send their recommendation to the Department of Family Medicine's Postgraduate Program Administrator, along with any supporting documents within 2 weeks of the resident completing their 3rd block of training.

The RPC will review the completed application, including the academic unit director's recommendation and any supporting documents, no later than during its meeting held at the beginning of the sixth block since the start of the resident's residency program.

The RPC has the authority to make the final decision on the number of blocks that will be credited towards a resident's University of Ottawa Family Medicine residency training.

Following the meeting, the resident will be informed of the RPC's decision and the recommendation will be sent to the College of Family Physicians of Canada (CFPC) for final approval.

The resident, the Unit Program Director, the Unit Administrator and the primary preceptor will be informed of the final decision made by the CFPC, once it is available.