

# **Travelling Residency Program**

## **Policy Manual**



**Department of Health and Community Services**

April 2025

## Program Description

Under the Travelling Residency Program, the Department of Health and Community Services (“the Department”) funds residency program costs for physicians training in medical specialties not offered at Memorial University. Applicants must already be accepted into a residency program at a Canadian institution through the Canadian Resident Matching Service (CaRMS) and must be transferring into an unfunded seat in a residency program not offered at Memorial University.

Recipients of Travelling Residency funding must commit to practice medicine in the province with the Newfoundland and Labrador Health Service (NL Health Services) once they have finished their residency training. The terms and conditions of the Travelling Residency Program are subject to change, or the program cancelled, in the Department’s sole and exclusive discretion and without notice.

## Eligibility Criteria

To be eligible for consideration under the Program, the applicant must meet all four of the following criteria:

- 1) Have a connection to Newfoundland and Labrador. To meet these criteria, the individual must, in the sole and exclusive assessment of the Department, meet at least one of the following:
  - a. Born in Newfoundland and Labrador; or
  - b. Attended primary, secondary or post-secondary education in Newfoundland and Labrador; or
  - c. Have other ties to Newfoundland and Labrador.
- 2) Have confirmation of an anticipated need for the medical specialty within NL Health Services. Applicants must contact NL Health Services to discuss whether there is a need for their specialty training within the NLHS.
  - a. To meet this eligibility criterion, the written approval from the VP Medical Services of NL Health Services is required which confirms there is an anticipated need for the medical specialty within the NL Health Services.
- 3) Have been accepted through CaRMS into a residency program that is recognized by the Royal College of Physicians and Surgeons of Canada or the Royal College of Family Physicians of Canada (this includes physicians accepted into residency programs at Memorial University).
- 4) Be transferring into an unfunded seat in a residency program not offered at Memorial University. Information on which accredited residency programs are offered at Memorial University are available through the [Royal College of Physicians and Surgeons of Canada](#).

## Application Process

To apply for the Travelling Residency Program, applicants must submit documentation and information to the satisfaction of the Department, including the following:

- Travelling Residency Program application form.
- Letter of support from the Director of the host institution residency program, indicating acceptance to the program.

- Letter from NL Health Services, confirming the future anticipated need for the specialty training and desire to recruit the recipient.
- Two confidential reference letters sent directly to the Medical Services Division, Department of Health and Community Services at [MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca).
- Verification of identity and current address is required:
  - Government issued ID, i.e. driver's license, passport, etc.; and
  - Other acceptable forms of ID, to confirm current address include (but not exclusive to):
    - Payroll records (T4s or stubs),
    - Documentation from CRA or another Government department.

Applicants should contact the NL Health Services physician recruiters to obtain support for their application at [physician.recruiter@nlhealthservices.ca](mailto:physician.recruiter@nlhealthservices.ca). Completed applications should be submitted electronically to the Medical Services Division at [MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca).

## **Evaluation and Selection Process**

The Travelling Residency Program is competitive, and funding is provided for a limited number of applicants each year. The Medical Services Division will review all applications and select successful applicants based on assessment of the above eligibility criteria, with priority given to applicants that are training in a field of recognized need in the Province, as determined by the Department of Health and Community Services and NL Health Services.

The Medical Services Division will notify all applicants of decisions and will send a letter of approval and a Service Agreement to each successful applicant. Applicants must sign and return the Service Agreement to the Medical Services Division. The Medical Services Division will send the Service Agreement to the Deputy Minister of the Department for signature. The Medical Services Division will keep the original signed Service Agreement and provide a copy to the recipient.

## **Funding**

The Travelling Residency Program will provide funding in accordance with the resident salary scale of the host institution. Additional expenses covered under the Travelling Residency Program include on-call stipends, administrative and sponsorship fees from the host institution, and Canadian Medical Protective Association (CMPA) fees. All funding is paid directly from the Department to the host institution.

Expenses that are ineligible for funding under the Travelling Residency Program include tuition, registration, application or other fees from the host institution.

## **Service Deliverables**

Recipients of funding under the Travelling Residency Program must commit to practice for one-year return in service for each year of funding under the program, up to a maximum of five (5) years of service. Recipients are expected to practice with NL Health Services once their training program is complete, and to commence full-time clinical practice in a permanent capacity no later than six (6) months after being eligible for licensure. Medical Services will work with NL Health Services to ensure that there is a position available for the recipient prior to the completion of their program.

## Default of Service Agreement

Service agreements are legally binding contracts. Key conditions in such agreements will include, but are not limited to, the following enumerated items.

1. Failure to comply with the Service Agreement constitutes a default of the Service Agreement and said default includes the following:
  - Having made a materially misleading or inaccurate statement in the funding application;
  - Purporting to confirm statements in the application and/or in the Service Agreement as being true when they are not in fact true;
  - Failure to comply with any term or condition of the Service Agreement;
  - Failure to maintain provisional or full licensure;
  - Failure to maintain provisional licensure sponsorship with NL Health Services;
  - Failure to complete the service obligation; or
  - Termination of the Service Agreement by the Recipient.
2. Recipients must notify in writing the Medical Services Division of the decision to terminate the Service Agreement at least three (3) months prior to the termination date and arrange for termination of payments and/or re-payment of funding in accordance with the Service Agreement.
3. If the Recipient defaults on their Service Agreement, they will be required to repay the prorated amount of the funding based on the number of months of unfulfilled service obligation and interest. In all instances where the Recipient will be charged interest under the Service Agreement, interest on the amount to be repaid by the Recipient will be calculated on the unfulfilled portion of the service obligation.
  - Interest on the amount to be repaid by the Recipient will be calculated retroactively from the date the money was advanced to or on behalf of the Recipient and will compound on the outstanding balance as of the end of each month.
  - The interest rate will be the prime rate posted by the Bank of Canada for major lenders plus two percentage points.

## Contact Information

Questions regarding the Travelling Residency Program can be directed to:

Medical Services Division  
Department of Health and Community Services  
1st Floor, West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6  
[MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca)