

## Exit Process for Professional Staff

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Notification that a Professional Staff (PS) member is leaving could be received the following two ways:

- Retirement date included on the department's HR Plan
- Copy of a letter of resignation indicating both university and hospital appointment resignation sent to Medical Affairs

**The following tasks must be completed immediately upon receiving notice by the following areas:**

### Department

- The Administrative Officer (AO) will send a copy of the resignation letter, if not already received to Medical Affairs (a sample resignation letter template can be sent to the department by Medical Affairs).
- If Medical Affairs receives a resignation letter, they will check with Schulich School of Medicine and Dentistry's (Schulich Medicine and Dentistry) HR department to determine if they have received a copy of the letter. If Schulich Medicine and Dentistry's HR department receives a resignation letter, they will check with Medical Affairs to determine if they have received a copy of the resignation letter.
- The AO will obtain a forwarding address and will provide this address to Medical Affairs.
- The AO will follow up with the Professional Staff member to ensure the following items have been completed/returned:
  - Parking – the Professional Staff member will receive their deposit back when they return their transponder/parking card to the Parking Office.
  - Keys – return to the department AO.
  - ID Badge (UWO/Hospital) .
    - Return the hospital ID badge to Customer Support
    - AO to obtain UWO ID badge
  - Lab coat/linens/uniforms

## **Medical Affairs**

### ***Professional Staff Team Assistant Duties***

- The Professional Staff Team Assistant will file the resignation letter in the Professional Staff's HR file and send a note communicating the departure to the following departments:
  - Medical Affairs Team/AMOSO
  - Volunteer Services
  - HMMS
  - Security
  - Switchboard
  - OR
  - Facilities Planning
  - IVP, Medical Education & Medical Affairs
  - Admitting
  - Health Records
  - Lawson
  - UWO Human Resources – Administrative Officer
  - Coordinator, Faculty Recruitment & Retention at UWO

Medical Affairs will review the department's HR Plan to determine if the departure is part of the plan.

- Planned departure – If the departure was planned for, check if a position request form has been submitted for replacement
- Unplanned departure – find out from the department if they will submit the position as part of their yearly submission or if they require the position to be submitted immediately.

If the departing physician wishes to have an Exit Interview, Medical Affairs will send them to the Faculty Recruitment and Retention office at UWO or Department Chief or IVP of Medical Affairs and Education as determined by the departing physician's wishes.

**Note:** On a weekly basis, Medical Affairs will send a report to Information Management outlining the Professional Staff and Resident resignations to ensure that system access and hospital email is deactivated accordingly.

### ***Finance Assistant***

- The Finance Assistant will deal with any stipend issues.

### ***AFP Assistant***

- The AFP Assistant will deal with any AFP issues.

## **Schulich**

- The Faculty Recruitment and Retention office, after consulting with Medical Affairs, will conduct an Exit Interview to obtain a reason for the departure.
- The Faculty Recruitment and Retention office will provide an update on why the Professional Staff member is resigning by forwarding the interview summary to Medical Affairs.

### **Lawson**

- The Office of the Scientific Director at Lawson will confirm implementation of a researcher departure follow-up. This includes important research resource matters, such as, closing of research accounts, transfer/termination of research projects, clean-up and reallocation of research space, etc.
- The Scientific Director at Lawson will conduct an Exit Interview to obtain feedback on Lawson.
- Lawson will forward the interview summary to Medical Affairs only when feedback is hospital related.