Schulich MEDICINE & DENTISTRY | London Health Sciences Centre | St Joseph's Health Care London | Western

Non-Canadian Trained Professional Staff in an Academic Appointment

Department develops a strategic Human Resources Recruitment Plan (considering both Academic and Hospital needs)

New position requires that Part A of the Position/Candidate Impact Summary Form be completed and request form submitted by Department to Medical Affairs for the joint Professional Staff Human Resource Committee (JPSHRC) to Review. The Academic Role Category (ARC) is assigned and noted on the Position Request Form (PAF) but a formal ARC form does not need to be completed at this stage.

JPSHRC approves position for Recruitment. Medical Affairs sends notification to department to proceed with recruitment.

Department either has a candidate in mind or is looking for a candidate:

Department can place advertisements using the Faculty Recruitment Form. Ads must be approved by the University and placed in Western News, University Affairs and either a learned journal or a national newspaper, and distributed to Canadian counterparts. The Schulich generic ad can also be used. Both ads ask the candidate to submit three names of potential references.

The Advertisement must be posted for a minimum of one (1) month. Please note that it could take up to two (2) weeks for posting to be initially approved.

Candidate(s) is invited by the Department for a Recruitment interview (see: Interview Tips Sheet).

Department must ask the candidate(s) to bring proper documentation, including an up-to-date CV

Department requests for letters of references from the three reference names submitted by the successful candidate. For CPSO purposes, these must be letters and not the hospital form.

The Coordinator of Faculty Relations and Retention at Western is available to meet with candidates and/or their families.

Department determines the details of offer for candidate, completes Part B of the Position/Candidate Impact Form, drafts joint letter of offer and Academic Role Category Form, and sends them, along with the three references, to the Medical Affairs Human Resource Planning and Credentialing Specialist. This should be done 10 weeks before start date.

Medical Affairs conducts a Candidate Review with the Stakeholder group (hospital and Schulich representatives and reviews the draft letter of offer, CV and three references sent by the Department to support the recruitment. The Academic Role Category is assigned to the position but the form does not need to be completed at this time.

Once the Department obtains approval on the joint letter and ARC, the department can begin to obtain signatures on the documents. Medical Affairs processes the final Candidate Review, notifies the department and signatories to proceed with the joint letter of offer for final recruitment. The Department also send Schulich HR an email with information regarding candidate to be forwarded onto CPSO

Department begins compiling remaining documentation for faculty appointment at Western.

Schulich Clinical Academic Appointment Guidelines
https://www.schulich.uwo.ca/humanresources/leader_administrator_tools/faculty_resources/guides.html

Schulich Personnel Data Sheet and Checklist
https://www.schulich.uwo.ca/humanresources/docs/Faculty%20Forms/Personnel%20Data%20Sheet%20-%20Clinical.pdf

Department obtains signatures on the final joint letter of offer from all stakeholders identified on the letter who then forwards to the candidate for signature, as well as information regarding benefits (UWO and OMA plans)

Department will also include the Medical Affairs link to the Hospital Application for Appointment Process to Professional Staff Package, AFP Information & ARC (for eligible Professional Staff Only)

CTA
http://www.ctauwo.ca
Login: clinician
Password: ctauwo

OHIP Information
http://www.health.gov.on.ca/english/providers_rhi.html

Candidate signs and returns documents back to Department. Department sends copy of signed joint letter of offer and signed Academic Role Category (ARC) to Medical Affairs along with the completed application package.

Documentation sent by Department to Schulich Human Resources to initiate academic appointment. This should be sent to Schulich HR at least one (1) month before start date.

Schulich HR sends the Clinical Academic Contract for signature to the Hospital.

Schulich HR sends the academic offer letter, Academic Role Categories form, and Clinical Academic Contract to candidate via Department.

Candidate signs academic offer letter, initials each page of the Clinical Academic Contract, and returns to Schulich HR

Medical Affairs works with the candidate to complete all hospital credentialing requirements, which includes the Health Review, and all hospital online education modules

Department submits forms to request office, computer, systems access and Groupwise (if applicable) and Medical Affairs approves the request

Medical Affairs will also be the contact for secretarial support.

Once candidate has returned completed academic offer package to Schulich Human Resources, the process for obtaining licensing under the Academic Appointment begins. **Please note that this process takes approximately 6 months to complete (CPSO, HRSDC).** The process is not complete and position is not approved until CIC issues temporary work permit – candidate cannot begin any clinical or academic duties until both processes are completed.

Schulich HR submits letters of support from Chair of Department and Dean to CPSO.

CPSO approves and informs the Dean, the Chair and the Candidate.

Candidate must apply to the CPSO for Academic Certification. Application must be requested from CPSO by Candidate, completed and sent back to CPSO by Candidate

Once approved by CPSO, Schulich Human Resources applies to Human Resources Skills and Development Canada (HRSDC) for a Labour Market Opinion (LMO).

HRSDC sends Schulich HR an LMO confirmation number

Candidate uses LMO confirmation number to apply to Citizenship and Immigration Canada (CIC) for a temporary work permit.

For Professional Staff with an Associate Professor rank or higher, who have held a full-time academic position for 5 years.

Department provides candidate with Royal College of Physicians and Surgeons of Canada (RCPSC) application package (available from Schulich HR). Candidate completes and returns application package to Schulich (through Department), including CV, supporting documents and fee.

Schulich Dean's office sends application package, letter of support from Department Chair, letter of support from Dean and copy of formal academic offer to Royal College and informs Medical Affairs that this has been submitted

Applications are reviewed by Education Committee RCPSC twice annually (contact Schulich for the dates) – applications must be submitted to Schulich HR one month prior to RCPSC deadline) and if approved, Academic Certificate is granted.

If Royal College approves, they inform the Dean, the Chair, the Candidate, and CPSO.

Once the Candidate obtains a work permit, copies are sent to Schulich HR, CPSO and Medical Affairs. Candidate must contact CPSO to finalize registration process.

Departments are encouraged to advise faculty members to start the process of applying for permanent residence as soon as possible. Coordinator of Faculty Recruitment and Retention at Western is available to assist.

Schulich HR sends appointment paperwork to Office of Faculty Relations (OFR) for approvals and processing.

Provost approves appointment, forwards forms to UWO Human Resources

Candidate contacts UWO Pensions & Benefits to be documented.

Schulich HR downloads confirmation paperwork from OFR and sends confirmation of academic appointment letter to Candidate and Department.

City-Wide Credentials Committee reviews the application and recommends the appointment to the Joint Medical Advisory Committee and subsequently provides a recommendation to the Board of Directors of LHSC and St. Joseph's to approve the appointment to Professional Staff. This process should be done a minimum of 6-8 weeks prior to start date.

Medical Affairs notifies the new Professional Staff Member and department and confirms start date. If the start date is prior to the CWCC/MAC/Board's approval process, a temporary appointment is issued to allow the candidate to work in a temporary category while the approval process is finalized.

Department assigns an administrative ambassador to the recruit to assist them with set-up and orientation to the hospitals and university.

Last Updated by Schulich Human Resources
March 9, 2015