



Policy:	City-Wide Professional Staff Retirement Planning Policy
Owner of Policy:	City-Wide Medical Affairs
VP Sponsor:	IVP Medical Education & Medical Affairs
Approval By:	Medical Advisory Committee

Original Effective Date: June 21, 2005	Revised Date: November 1, 2011	Reviewed Date:
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This policy applies to: x St. Joseph's x Parkwood x RMHC-L/St

There is a similar/same policy at LHSC Yes x No
If yes: Policy Name: City-Wide Professional Staff Retirement Planning Policy
Policy owner: City-Wide Medical Affairs

POLICY:

All Professional Staff members must complete a Retirement Planning Form at least 12 months prior to the date at which they intend to retire unless there are extraordinary circumstances like illness or disability. Retirement dates should be determined as far in advance as possible but no later than 12 months in advance of the appointee giving up their Active or Modified Active status in order to help with succession planning. The Retirement Planning Form is to be submitted to the Chief of the Department or their delegate and the Integrated VP, Medical Education & Medical Affairs (St. Joseph's/LHSC).

Following retirement, a Professional Staff member can only be appointed as a member of the Honorary Staff.

RETIREMENT PLANNING PROCESS

When a Professional Staff member identifies a retirement date, the Chief of the Department will meet with the Professional Staff member to confirm the retirement date and prepare a retirement plan suitable to the individual and the department.

PROCEDURE: (if applicable)

Initial submission:

A Retirement Planning Form will be sent to all Professional Staff members when a retirement date has been determined. The Retirement Planning Form is a modification of the Professional Staff Career Development and Planning Self-Assessment Form. Professional Staff members are asked to use the Form to outline their goals and transitional plans related to clinical, academic and research activity in preparation for retirement.

Upon completion of Part A of the Summary of Retirement Planning Form, a meeting is to be convened with the Chief of the Department or delegate. The Professional Staff member and Chief will complete Part B together and sign it.

Subsequent Years:

Following the submission of the Summary of Retirement Planning Form, all Professional Staff members will review and re-affirm their retirement plans every two years thereafter. Changes to the retirement plan will be made in collaboration with the Chief of the Department or delegate. The Chief or delegate will verify the plan and submit the plan to Medical Affairs.

The Board of Directors must approve all Professional Staff appointments and re-appointments based on the review of the City-Wide Credentials Committee and recommendations from the Medical Advisory Committee.

DEFINITIONS:**Modified Active Staff Distinguishing Factors:**

- Shall be entitled to apply for annual reappointment
- Shall be bound by the performance expectations for reappointment as outlined in section 2.05(c)(iv) of the hospital by-laws
- Shall be granted privileges as approved by the Board having given consideration to the recommendation of the Chief of Department and the Medical Advisory Committee
- Shall be granted in-patient and/or outpatient admitting privileges unless otherwise specified in their appointment to Professional Staff
- Eligible to attend and vote at meetings of the Professional Staff Organization and to be an officer of the Professional Staff Organization or committee chair
- Shall be bound by the expectations for attendance at Professional Staff Organization, Department and Service meetings
- Academic appointment conferred at the discretion of the Schulich School of Medicine & Dentistry, UWO and required for teaching activities if denoted as part of the Professional Staff member's role description.

Supportive Staff Distinguishing Factors:

- Cannot be granted admitting or procedural privileges, nor can they provide direct patient care or conduct clinical trials
- Shall provide patients and their families with information and act as a liaison between the most responsible physician and the patient
- May be eligible for annual reappointment as provided by the hospital by-laws
- May input information into the patient record and progress notes but shall not make or record any orders
- Shall be eligible to attend Department, Service and Professional Staff Organization meetings as a non-voting member
- Not eligible to hold an elected or appointed office or serve on committees of the Medical Advisory Committee
- Academic appointment conferred at the discretion of the Schulich School of Medicine & Dentistry, UWO and required for teaching activities if denoted as part of the Professional Staff member's role description.

Honorary Staff Distinguishing Factors:

- This category is intended to honour former members of the Professional Staff who have gained academic or professional distinction in their field
- Eligible for annual reappointment as provided in hospital by-laws
- Eligible to attend Professional Staff Organization meetings as a non-voting member
- Not eligible to be an officer of the Professional Staff or a committee chair
- Cannot be granted admitting or procedural privileges, nor can they provide direct patient care
- Cannot have regularly assigned clinical and administrative duties and responsibilities
- Academic appointment conferred at the discretion of the Schulich School of Medicine & Dentistry, UWO and required for teaching activities if denoted as part of the Professional Staff member's role description.

REFERENCES

LHSC Professional Staff By-laws

St. Joseph's Professional Staff By-laws

Professional Staff Appointment Categories