

# RETIREMENT PLANNING RESOURCE GUIDE FOR CREDENTIALLED PROFESSIONAL STAFF

at  
London Health Sciences Centre  
and  
St. Joseph's Health Care London

Developed by:  
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London, ON

## PREAMBLE

This document will summarize the retirement planning process for the Credentialed Professional Staff members of the London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (St. Joseph's) who wish to begin the planning of their impending partial or full retirement of their hospital clinical appointment(s). It will also provide a checklist to assist the impending retiree to ensure all steps have been taken to enable them to change to a partial or full retirement from the organization(s) effectively. For additional information and access to documents to assist you, please refer to the Medical Affairs website <https://intra.lhsc.on.ca/medical-affairs> .

Retirement dates should be determined as far in advance as possible as and no later than **12 months in advance** of giving up current hospital clinical status. This will allow the Division/Department Chair/Chief time and opportunity for succession planning with the least disruption to patient care. The Board of Directors for LHSC and St. Joseph's share the responsibility to ensure a succession plan for members of its Professional Staff.

## RETIREMENT PLANNING PROCESS

The Division/Department Chair/Chief will distribute the Retirement Planning Resource Guide for Professional Staff to department members who are contemplating full or partial retirement. To assist members to think about a future retirement date, members will also receive several documents to provide further information on their options and what steps are required. The additional documents include the following:

- Retirement Planning Resource Guide for Professional Staff
- Departmental Retirement Planning Annual Report
- Modified Active Staff Planning Form
- The Notification of Intent to Retire Planning Form

The Division/Department Chair/Chief will ask each Professional Staff member to complete Part A of the Notification of Intent to Retire Planning Form and to schedule a meeting with the Chair/Chief to discuss their retirement plan. At the meeting, they will complete Part B of the form jointly, sign and return to Medical Affairs, Professional Staff Planning and Credentialing Specialist to process the information accordingly.

Members will be asked to resubmit a Notification of Intent to Retire Planning Form every 2 years after their initial form is submitted to the department to assist with succession planning.

## **PARTIAL RETIREMENT**

The Board of Directors for LHSC and St. Joseph's share the responsibility to ensure a succession plan for members of its Professional Staff and may require that from time to time, a Modified-Active staff member's privileges may be further reduced, revoked or not renewed in favor of granting privileges to a new or existing Active staff member. A 6-month notice will be given to the Modified-Active staff member if their privileges will be altered. Role and access to hospital resources will be based on need and availability of hospital resources. An application for partial retirement will be considered but may not be accepted if the Division/Department Chair/Chief feels this may impact negatively on the department's ability to fulfill its mission.

The Modified-Active staff category will accommodate a reduced scope of practice for Professional Staff. A reduced scope of practice may include no clinics, no inpatient on-call coverage, no operating room activity, or no teaching. It is not a reduction in work days per week but rather a change to their scope of practice.

A change to the Modified-Active category will be by mutual agreement with the Professional Staff member and the Division/Department Chair/Chief. Also, the reduction in departmental responsibilities may require the recruitment process for a transitional replacement for the impending retiree.

The Division/Department Chair/Chief will meet with the Professional Staff member to discuss the request to change to a Modified-Active category to determine whether the modification can be accommodated within the department. If the modification can be accommodated, the Modified Active Staff Planning Form will be completed, signed and forwarded to Medical Affairs to process the request. A letter will also be submitted that outlines the possible recruitment of a transitional replacement, the changes in hospital resources, office space, secretarial support etc. as identified by the impending retiree and the Division/Department Chair/Chief.

## **FULL RETIREMENT**

Upon reaching a predetermined retirement date, the Professional Staff member may retire and leave LHSC and St. Joseph's or apply for a change in category to an Honorary category appointment.

The attached Retirement Checklist has been developed to help the impending retiree to ensure all tasks have been completed.

## **Full Retirement Checklist for Credentialed Professional Staff**

The following checklist has been developed to assist you in meeting your obligations before you retire recognizing that failure to meet some of the timelines could result in monetary penalties for you such as payout of secretarial severance. If you have any questions, you may contact your Division/Department Chair/Chief or Medical Affairs at ext. 75127.

### **1 Year Before Retirement:**

- ☐ Identify an anticipated retirement date and complete Part A of the Summary of Retirement Planning Form and submit to the Division/Department Chair/Chief.
- ☐ Meet with the Division/Department Chair/Chief to review and complete Part B of the Summary of Retirement Planning Form and forward to Medical Affairs, Coordinator (ext. 75130) to process accordingly.
- ☐ Provide notification immediately and no later than eight months in advance of retirement date, if your secretary is a hospital employee of your impending retirement date. Inform Medical Affairs to ensure guidance is offered to the secretary.
- ☐ Provide notification immediately and no later than eight months in advance of retirement date, if you have other staff including research assistants, etc. if they are a hospital employee of your impending retirement date. Inform Medical Affairs to ensure guidance is offered to the staff member.
- ☐ Provide notification to Western of impending retirement date from the hospital(s).
- ☐ Provide notification to the hospital HR department and to Medical Affairs if you are a hospital employee.

### **3 Months Before Retirement:**

- ☐ Medical Affairs will confirm with the Planning Department the status of the office furniture. If the furniture is privately owned ie., personally paid for, then the Professional Staff member is entitled to take the furniture upon retirement. Moving privately owned furniture upon retirement will be the responsibility of the Professional Staff member.

### **At Departure:**

- ☐ Meet with Department Manager of Administrative to ensure items are returned ie., O.R. greens, lab coats, I.D. badge, keys, pager, locker, etc.
- ☐ Computer / Blackberry services will be cancelled unless alternate arrangements have been made for retaining an honorary appointment.
- ☐ Return parking transponder/card for refund of deposit
- ☐ Health Records charts must be signed off
- ☐ All dictation for patients under your care must be completed ie., dictated, transcribed and signed off) Dictation services will notify Health Records to deactivate your dictation number upon the effective retirement date
- ☐ Medical Affairs will deactivate Cerner access and hospital email upon the effective retirement date unless you plan to retain an honorary appointment and wish to retain their access to their Outlook email account.