

Dr. **<candidate's name>**‘s copy

Western Schulich School of Medicine & Dentistry’s copy

Department of **<enter department>**’s copy

Medical Affairs’ copy

**THIS LETTER IS ONLY TO BE ISSUED TO NON CLINICAL ACADEMIC APPOINTMENTS SUCH AS TERM OR LOCUM CATEGORY.**

**<Date>**

**<Candidates Home Address>**

Dear Dr**. <Candidates First and Last Name>**

**Re: Letter of Understanding**

It gives us great pleasure to offer you a position as a **<enter Schulich appointment details>**, in the department of **<enter department>**, with the Schulich School of Medicine & Dentistry (Schulich Medicine & Dentistry) at Western University, with a tentative starting date of **<enter start date>**. The final start date will be determined based on completion of all hospital credentialing requirements and completion of approval processes as described below.

This offer letter also confirms the receipt of three (3) satisfactory reference letters by the Department of Medical Affairs.

Upon acceptance of this offer, and review of your file, we may recommend your Professional Staff <credentialing category> appointment to the City-Wide Credentials Committee (CWCC) of the London Health Sciences Centre (LHSC) and the St. Joseph’s Health Care London (St. Joseph’s). Upon further review, the CWCC may recommend your appointment to the Joint Medical Advisory Committee. Final approval of your appointment is ultimately decided by the Boards of Directors of LHSC and St. Joseph’s.

In addition, this offer is subject to final approval by the Dean, Provost, and Board of Governors of Western University. Upon your acceptance of this offer, your academic appointment may be recommended for final approval to the Dean, Provost, and Board of Governors of Western University.

This offer is contingent upon obtaining an Independent Certificate of Registration with the College of Physicians and Surgeons of Ontario (CPSO). See Independent Practice Policy of the CPSO at <https://www.cpso.on.ca/Physicians/Registration/Requirements>

This offer is also contingent upon ensuring membership with the Canadian Medical Protective Association (CMPA) according to your specialty.

**COVID VACCINATION POLICY**

**Western University COVID-19 VACCINATION POLICY**

Your appointment at Western University is conditional upon compliance with the vaccination policy at Western University We recognize you may be required to comply with other hospitals and partners, however that does not apply to the Western Policy.

Please review the content of the Western Policy at:

<http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp311_covid19.pdf>

* Please review its content carefully as your employment is conditional upon completing the steps required to comply with the Policy.
* In order to complete the steps required to comply with the Policy, you will need to activate your Western identity and Western email, which can be done in advance of your employment start date. Instructions for identity activation and the required steps to upload your vaccination receipts are available at <https://www.uwo.ca/facultyrelations/faculty_relations/vaccination_requirements.html> .

**LHSC and St. Joseph’s COVID-19 VACCINATION POLICY**Your privileges with LHSC and St. Joseph’s are conditional upon compliance with each of the vaccination policies of LHSC and St. Joseph’s.

To be eligible for appointment at LHSC and St. Joseph’s, you will be required to be fully vaccinated against COVID-19 by means of any of the approved Health Canada vaccines.

Upon receipt of the signed letter of offer, Medical Affairs will contact you with detailed instructions to initiate the credentialing process. This will include completing and submitting the [Health Review form](https://www.sjhc.london.on.ca/medical-affairs/resources/health-review) with PROOF of immunizations/immunity to Occupational Health and Safety Services (OHSS) of your PRIMARY affiliation. OHSS will contact you if any requirements are outstanding.

If your primary affiliation is with St. Joseph’s:

St. Joseph’s Health Care London
Occupational Health and Safety Services
P.O. Box 5777, Stn B
London, ON N6A 4V2
Phone: 519-646-6100, ext. 64332
Fax: 519-646-6235
**Email:** **ohss@sjhc.london.on.ca**

If your primary affiliation is with LHSC:

London Health Sciences Centre
Victoria Hospital Occupational Health and Safety Services
Rm E1-505 800 Commissioners Road East
London, ON N6A 5W9
Phone: 519-685-8500 ext. 52286
Fax: 519-685-8374
Email: OHSS-medicalaffairs@lhsc.on.ca

**RESPONSIBILITIES**

***Clinical Service Responsibilities***

**Add department detail if applicable**

***Teaching and Associated Responsibilities***

**Add department detail if applicable**

***Research Responsibilities and Opportunities***

**Add department detail if applicable**

***University / Hospital Administrative Activities***

**Add department detail if applicable**

**REMUNERATION**

**Revise the following section with your own department detail if applicable**

Your total remuneration package consists of multiple elements. Please note that all forms and amounts of remuneration and support outlined in this letter of offer are dependent on levels of department and ministry funding and as such they are all subject to review and change at any time with an appropriate notice period.

You will have a 1.0 full time equivalent (FTE) position.

**HOSPITAL PRIVILEGES**

You will receive an email from Medical Affairs at LHSC and St. Joseph’s with instructions and timelines to complete your credentialing requirements for hospital privileges.

In addition, you will receive your login and instructions to complete the Privacy and Confidentiality eLearning and agreement. Once completed, you will receive your hospital Corporate ID which will allow you to access the ME(MyEducation) system in order for you to complete all required eLearning as part of the credentialing process. These modules are either mandated by legislation or hospital policy, and therefore, it is your responsibility to maintain compliance.

The annual hospital privileging cycle is from July 1st to June 30th. In advance of June 30th, Professional Staff who wish to renew their hospital privileges will be required to complete the annual reappointment process. Information on how to complete the reappointment process will be emailed to all Professional Staff each February.

Your contact in Medical Affairs is Stacey Taylor, Credentialing and Business Systems Associate, and may be reached at 519-685-8500 ext. 75115 or via email at stacey.taylor@lhsc.on.ca

***Please return the completed forms to* <enter department contact name>**, ***in the enclosed envelope*** ***45 days from the receipt of this letter of offer to ensure that your appointment is not delayed for approval by the Board of Directors.***

**HOSPITAL PROFESSIONAL STAFF ORIENTAITON**

An orientation website has been developed to provide you with essential information relating to LHSC and St. Joseph’s. Once you have received your hospital Corporate ID, please visit the Orientation website at <https://intra.lhsc.on.ca/medical-affairs/professional-staff/orientation>

You are required to attend a Professional Staff Orientation session. The session will provide you with important information to practice within LHSC and St. Joseph’s. Information regarding the next orientation will be emailed to your hospital Outlook email account. Further information can be obtained from <https://intra.lhsc.on.ca/medical-affairs/our-partners/professional-staff/new-professional-staff-orientation>

 **MANDATORY MAINTENANCE OF CERTIFICATION (MOC)**

It is now a CPSO regulatory requirement for all members to engage in MOC. Physicians cannot report directly to CPSO who requires that this information is collected through an approved body, which currently include the College of Family Physicians of Canada (CFPC), Royal College of Physicians and Surgeons of Canada (RCPSC) or the General Practice Psychotherapy Association (GPPA).

**MENTORSHIP COMMITTEE**

We are committed to providing you with the necessary mentorship in your new academic career. As per the [Schulich Mentorship Program](https://www.schulich.uwo.ca/facultyaffairs/awards__leadership_development/mentorship/index.html), we have developed a mentorship committee for you. Your mentor / mentorship committee will include **<enter mentorship names>.** The Chair of the Department or delegate will be in contact with you to set up the first committee meeting in the first few months of your start date. The purpose of the mentoring program is to assist and guide you in your clinical, teaching, and research role (where applicable) with the goal of reaching Associate Professor within 7 years. As per the Schulich Mentorship Program, you have the opportunity to engage in this process. Please connect with the department administrative contact to obtain more information on the resources available to you.

**SCHULICH MEDICINE & DENTISTRY ORIENTAITON AND FACULTY DEVELOPMENT**

View information on the Dean’s Orientation Program for New Faculty as well as other Faculty Development workshops offered through Schulich Medicine & Dentistry at <https://www.schulich.uwo.ca/clinicalfacultyaffairs/professional_affairs/learning_resources/new_faculty_orientation.html>

**PROFESSIONAL DEVELOPMENT FOR NEW PROFESSIONAL STAFF – AN EDUCATION SERIES**

All new faculty members are strongly encouraged to attend, as well as all new Professional Staff entering from Residency/Clinical Fellowships and for Professional Staff **new** to the Ontario healthcare system. You will receive a schedule from the department administrative contact which lists the sessions. Once you have received your hospital Corporate ID, view the Courses and Events website for information on Professional Development for New Professional Staff at <https://intra.lhsc.on.ca/medical-affairs/learning-and-development/medical-affairs-courses-and-events>

**RESIGNATION / RETIREMENT**

Should you wish to resign/retire, you are required to give the Department, Division, University, and Medical Affairs (LHSC and St. Joseph’s hospital appointments) written notice of your intention to resign/retire as early as possible and no later than three (3) months immediately preceding the effective date of resignation/retirement.  Ideally, all resignations become effective at the end of the academic year, June 30.  This information is outlined in the Conditions of Appointments (CAC) document, Section 13.3.  You will receive a copy of CAC from Western to review and sign before your appointment is finalized.

The Hospitals’ By-Laws also state within section 4.2(d)(xix)(E):  “the applicant will use best efforts to provide the Hospital with three (3) months’ prior written notice of the applicant’s intention to resign or otherwise limit their exercise of privileges and that a failure to provide the required notice will result in the Chief of Department notifying the College that the applicant has failed to comply with the Hospital’s By-Laws and a notation of the breach of the By-Laws in the applicant’s file.  The applicant may be exempted from the notice requirements if the Chief of Department believes, after considering the Credentialed Professional Staff Human Resources Plan, that the notice is not required or if the Chief of Department believes that there are reasonable or compassionate grounds to grant the exemption”.  Information is also available on line through the [Medical Affairs website](https://intra.lhsc.on.ca/medical-affairs/governance/laws-and-rules-regulations). You can access the By-Laws once you receive your hospital Corporate ID.

For retirement, under the CAC’s Section 13 and the hospital’s bylaws, clinical academics are required to give at least 12 months’ written notice of retirement.

Letters of resignation/retirement should be addressed and sent to the Department of **<enter recruiting department>** Chair/Chief with a copy to your Division Chair/Chief.  The Department Chair/Chief’s office in turn, will notify the University, the Dean’s Office, and Medical Affairs to process the appropriate termination or retirement paperwork.

Please keep in mind that notice to secretaries requires minimum 4-5 months pre-resignation/pre-retirement, depending on whether the secretary is a hospital non-union employee, a hospital union employee, or an independently hired employee.

**CLOSING**

We have enclosed 3 copies of this letter. Kindly sign all copies and retain a copy for your files and return all other copies, together with the other requested documents to be returned (refer to offer package enclosure letter) in the enclosed envelope addressed to **<enter department contact name>**. We would ask that you forward the signed copies to us as soon as possible after the receipt of this offer letter.

We look forward to your acceptance of this offer and to your joining us as a clinical colleague. On behalf of the Department of **<enter department>**, we extend a warm personal welcome to you and we look forward to further growth and blossoming of a distinguished and collegial career.

Sincerely,

Chair/Chief, Department of <name>

Department of -----------------

Hospital name ----------------

If City-Wide then use both hospital names

If Chair and Chief are not the same person, both

Must sign – create a new signing line for other signatory

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Clinical VP (primary portfolio)

Hospital(s) name ----------------

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Dr. James Calvin

Interim Corporate Medical Executive

London Health Sciences Centre (LHSC)

<PRIMARY LHSC LETTERS ONLY>

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Brad Campbell

Interim Executive Lead – Finance

London Health Sciences Centre (LHSC)

<PRIMARY LHSC LETTERS ONLY>

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Dr. Sandra Northcott

Interim Vice President of Medical and Academic Affairs

St. Joseph’s Health Care London

<ST. JOSEPH’S LETTERS ONLY>

Accepted this <day> day of <Month> <Year>.

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<Insert name of Professional Staff member>

CC: Medical Affairs