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 OF OFFER IS ONLY TO BE ISSUED AFTER CONFIRMATION OF THREE SATISFACTORY REFERENCES FOR THE CANDIDATE.**

**<Date>**

**<Candidates Home Address>**

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

**Re: Letter of Offer**

We are very pleased to extend this offer of appointment to the clinical Professional Staff of the London Health Sciences Centre (LHSC) and the St. Joseph’s Health Care London (St. Joseph’s), 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.

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.

##### (ADD ONE OF THE FOLLOWING THREE PARAGRAPHS RELEVANT TO THE EXPECTANT CERTIFICATION OF THE CANDIDATE)

##### (ADD THIS PARAGRAPH IF THE CANDIDATE IS EXPECTED TO OBTAIN AN INDEPENDENT PRACTICE CERTIFICATE OF REGISTRATION WITH CPSO)

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.

**OR**

##### (ADD THIS PARAGRAPH IF THE CANDIDATE IS EXPECTED TO OBTAIN AN ACADEMIC PRACTICE RESTRICTED CERTIFICATE OF REGISTRATION WITH CPSO – ASSISTANT PROFESSOR RANK)

This offer is contingent on your ability to obtain your Certificate of Registration from the College of Physicians and Surgeons of Ontario (CPSO) authorizing academic practice for Assistant Professors. This is a restricted Certificate of Registration based on your full-time clinical academic appointment at the rank of Assistant Professor at Schulich Medicine & Dentistry. You will be required to be promoted to the rank of Associate

Professor with continuing appointment within seven years. Once promoted and within 18 months of becoming eligible for membership with the Royal College of Physicians and Surgeons of Canada (RCPSC), you must attain certification from the RCPSC. There are various routes to certification with the RCPSC, and it is important to consult with academic and administrative leaders to ensure you select the appropriate route for your circumstances. See Academic Registration 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.

**OR**

##### (ADD THIS PARAGRAPH IF THE CANDIDATE IS EXPECTED TO OBTAIN AN ACADEMIC PRACTICE RESTRICTED CERTIFICATE OF REGISTRATION WITH CPSO – ASSOCIATE OR FULL PROFESSOR RANK)

This offer is contingent on your ability to obtain your Certificate of Registration from the College of Physicians and Surgeons of Ontario (CPSO) authorizing academic practice for Associate or Full Professors. This is a restricted Certificate of Registration based on your full-time clinical academic appointment at Schulich Medicine & Dentistry. You must attain certification from the Royal College of Physicians and Surgeons of Canada (RCPSC) within 18 months of becoming eligible for certification. There are various routes to certification with the RCPSC, and it is important to consult with academic and administrative leaders to ensure you select the appropriate route for your circumstances. See Academic Registration Policy of the CPSO at <https://www.cpso.on.ca/Physicians/Registration/Requirements>. Also see Royal College of Physicians and Surgeons of Canada Policy on Academic Certification at <http://www.royalcollege.ca/rcsite/credentials-exams/exam-eligibility/academic-certification-policy-e> .

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

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND MAINTENANCE OF CERTIFICATION (MOC)**

In 2011, the Ontario government approved a regulation amendment that requires every physician to participate in Continuing Professional Development (CPD) programs. It is now a CPSO regulatory requirement for all members to engage in CPD. 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).

**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**

Your activities have been defined by the Chief of the City-Wide Department of **<enter Department / Division name>**.

**CLINICAL SERVICE RESPONSIBILITIES**

In the Department of **<enter Department / Division name>,** your clinical responsibilities will include provision of clinical service at of **<enter details>**. You will be expected to provide a minimum of **<enter details>**.

**REMUNERATION**

**Academic Support**: The Division of Emergency Medicine will provide you with academic support within the practice plan for your academic activities. Given your interest in improving your academic deliverables I as Chief/Chair of the Department/Division of Emergency Medicine will provide you up to **<$>** of funds to be used for academic development. These funds are available pending approved plan (by the Chief/Chair) and against receipts. The funds will be available for **< >** years between July 1, **< >** till June 30, **< >**.

**Hospital Training Details:**

**Information Technology Solutions – Computer:**

You will be responsible for the purchase of your computer. The hospital has established specific standards that we must comply with and the “Physician Network Access Policy” document is attached in the “Resource Guide for Professional Staff”.

**Information Technology Solutions – Telecommunications:**

Medical Affairs will request applicable network accounts, a hospital email account, patient care software accounts; a standard base telephone package and a hospital standard computer workstation will be included.

To assist you in making the arrangements that will best suit your needs, a Technology Deployment consultant will contact you personally if you decide to go ahead with a hospital standard workstation.

If you choose other options to the hospital standard for your computer and/or telecom needs, you will work directly with Information Services. There may be additional costs depending on your options. Please refer to the “Resource Guide for Professional Staff” for the complete description of the hospital standards for computer workstations and standard base package for telecom solutions.

(**N.B.:**Information Services prefers direct contact with the incoming Professional Staff **pre-arrival** in order to best assist them in their computer needs. Please contact Information Services at 519-685-8500 ext. 44357 at least four weeks prior to your start date to ensure your set up is finalized prior to your start date.)

You will also be responsible for the leasing of / purchase of a computer for your secretary**.** LHSC will provide 50% of the secretarial computer cost. You will be expected to lease/purchase the remaining portion. Once you have received your hospital Corporate ID, please see “A Guide to Secretarial Support Services for Professional Staff” for more information at <https://intra.lhsc.on.ca/medical-affairs/professional-staff/resources/secretarial-support>

### 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, Human Resource Planning and Credentialing Specialist 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*** ***<Manager or department contact> 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>

**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 would like to extend a warm, personal welcome to you. We have enclosed two copies of this letter. Kindly sign all copies, retain a copy as indicated for your files, and return all other copies to of **<enter name and contact information>.** We would ask that you forward the signed copies to us within 45 days from the receipt of this letter.

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