

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 CONFIRM A CHANGE IN PRIVILEGES OR ARC CATEGORY TO AN EXISTING CREDENTIALED CLINICAL ACADEMIC**

**<Date>**

**<Candidates Home Address>**

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

**Re: Letter of Understanding**

This letter is to confirm the change to your <explain the change> effective <enter date> in the department of **<enter department>**, with the Schulich School of Medicine & Dentistry (Schulich Medicine & Dentistry) at Western University, and the London Health Sciences Centre (LHSC) and the St. Joseph’s Health Care London (St. Joseph’s).

Upon acceptance of this offer, and review of your file, we may recommend this change 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 change 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 A SECTION OUTLINING THE CHANGE WITH NEW RESPONSIBILITES AND CLINICAL SERVICE

#####  IF APPLICABLE

**Examples of changes:**

* **Change in Academic Role Category**
* **Clinical service focus from x area to y area**
* **Division change**
* **Hospital site change**

**CLOSING**

We have enclosed **<enter the amount of copies enclosed>** copies of this letter. Kindly sign all copies and retain a copy for your files, and return all other copies to Dr.’s office in the enclosed envelope. 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical VP (primary portfolio)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. James Calvin

Interim Corporate Medical Executive

London Health Sciences Centre (LHSC)

<PRIMARY LHSC LETTERS ONLY>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brad Campbell

Interim Executive Lead – Finance

London Health Sciences Centre (LHSC)

<PRIMARY LHSC LETTERS ONLY>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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>.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Insert name of Professional Staff member>

CC: Medical Affairs