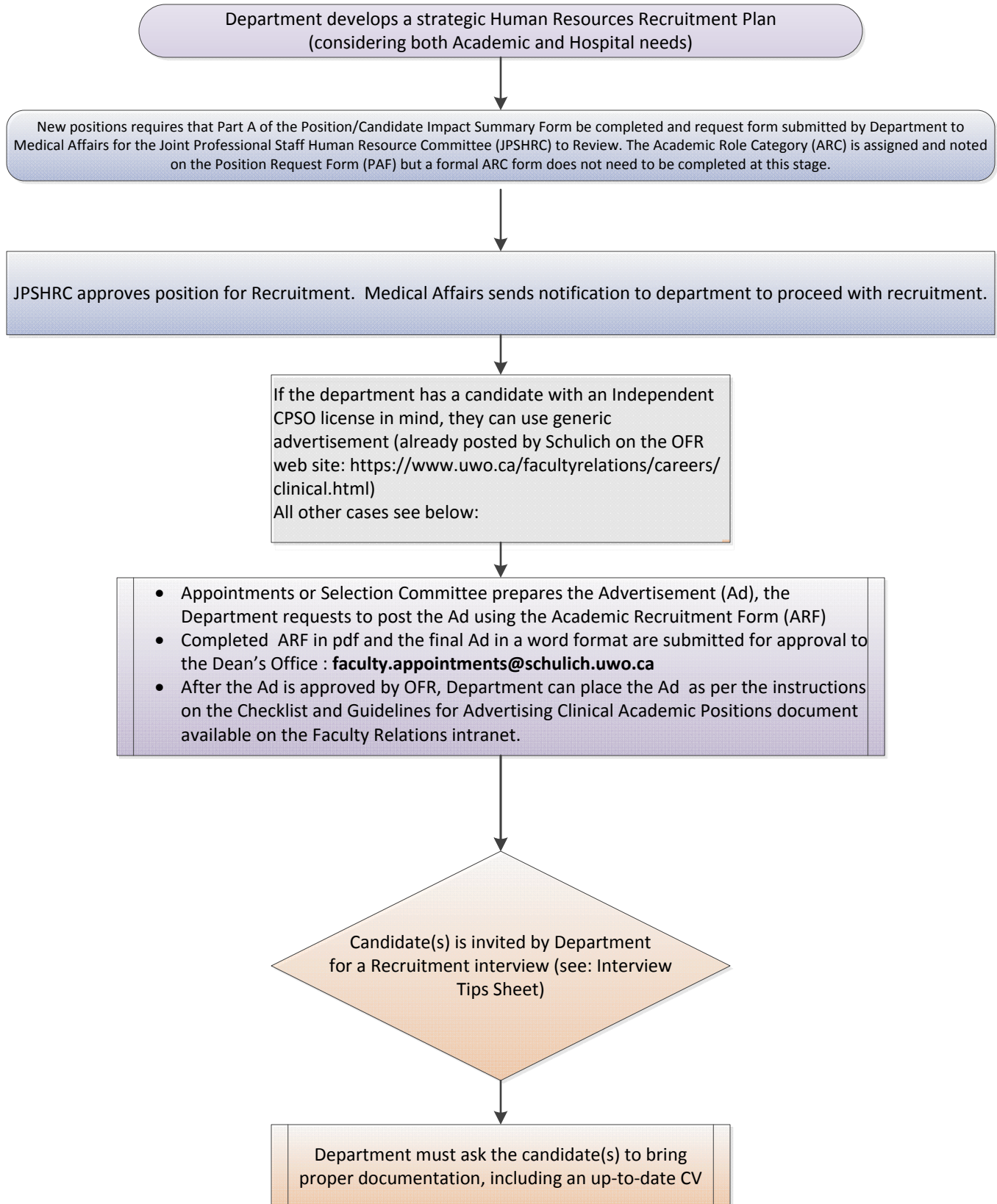


## Canadian Trained Professional Staff in an Academic Appointment



The Office of Faculty Recruitment and Retention at Western is available to meet with candidates and/or their families: [https://www.uwo.ca/facultyrelations/recruitment\\_retention/index.html](https://www.uwo.ca/facultyrelations/recruitment_retention/index.html)

Department sends hospital reference form to the three reference names submitted by the successful candidate.

Department determines the details of offer for candidate, completes Part B of the Position/Candidate Impact Form, drafts joint letter of offer and Academic Role Category Form, and sends them, along with the three references, to the Medical Affairs Human Resource Planning and Credentialing Specialist. This should be done 10 weeks before start date.

Medical Affairs conducts a Candidate Review with the Stakeholder group (hospital and Schulich representatives) and reviews the draft letter of offer, CV and three references sent by the Department to support the recruitment. Medical Affairs sends draft letter of offer and ARC to Schulich for review.

Once the department obtains approval on the joint letter of offer and ARC, the department can begin to obtain signatures on the documents.

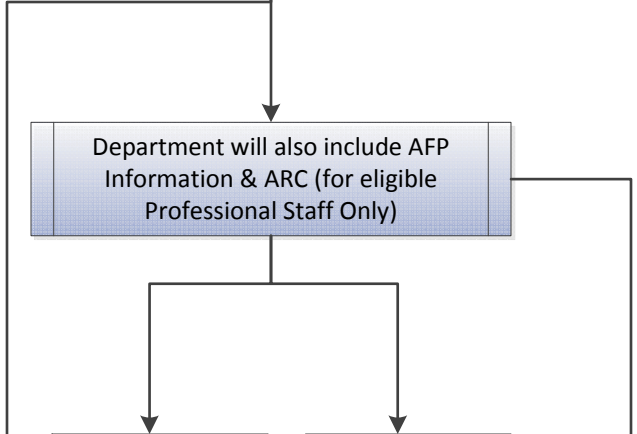
Department begins compiling remaining documentation for faculty appointment at Western.

Faculty Appointment Guides-Clinical Academic  
[https://www.schulich.uwo.ca/humanresources/leader\\_administrator\\_tools/faculty\\_resources/FacultyAppts.ClinicalAcademic--full-time1.pdf](https://www.schulich.uwo.ca/humanresources/leader_administrator_tools/faculty_resources/FacultyAppts.ClinicalAcademic--full-time1.pdf)

Schulich Personnel Data Sheet and Checklist  
<https://www.schulich.uwo.ca/humanresources/docs/Faculty%20Forms/Personnel-Data-Sheet--Clinical--2020.pdf>

Department obtains signatures on the final joint letter of offer with the last to sign being the VP Medical Affairs. Signed letter sent back to Department to forward to the candidate for signature, as well as information regarding benefits (UWO and OMA plans)

Department will also include AFP Information & ARC (for eligible Professional Staff Only)



CTA  
Http://  
www.ctauwo.ca  
Login: clinician  
Password: ctawuo

OHIP Information  
Http://  
www.health.gov.on  
.ca/english/  
providers\_mn.html

Documentation sent by Department to Schulich Faculty Affairs to initiate academic appointment. Paperwork should be sent to Schulich at least one month prior to start date at **faculty.appointments@schulich.uwo.ca**

Schulich Faculty Affairs sends the Clinical Academic Contract for signature to the Hospital.

Schulich Faculty Affairs sends the academic offer letter with attached Academic Role Categories form, and Clinical Academic Contract to candidate via Department.

Candidate signs academic offer letter, Clinical Academic Contract, and returns to Schulich Faculty Affairs via Department

Schulich Faculty Affairs sends appointment package to the Office of Faculty Relations (OFR) for approvals and processing.

Vice Provost approves appointment, OFR forwards forms to UWO Human Resources

Candidate signs and returns documents back to Department. Department sends copy of signed joint letter of offer and signed Academic Role Category (ARC) to Medical Affairs who will then send the credentialing link and details to the candidate to complete the application package.

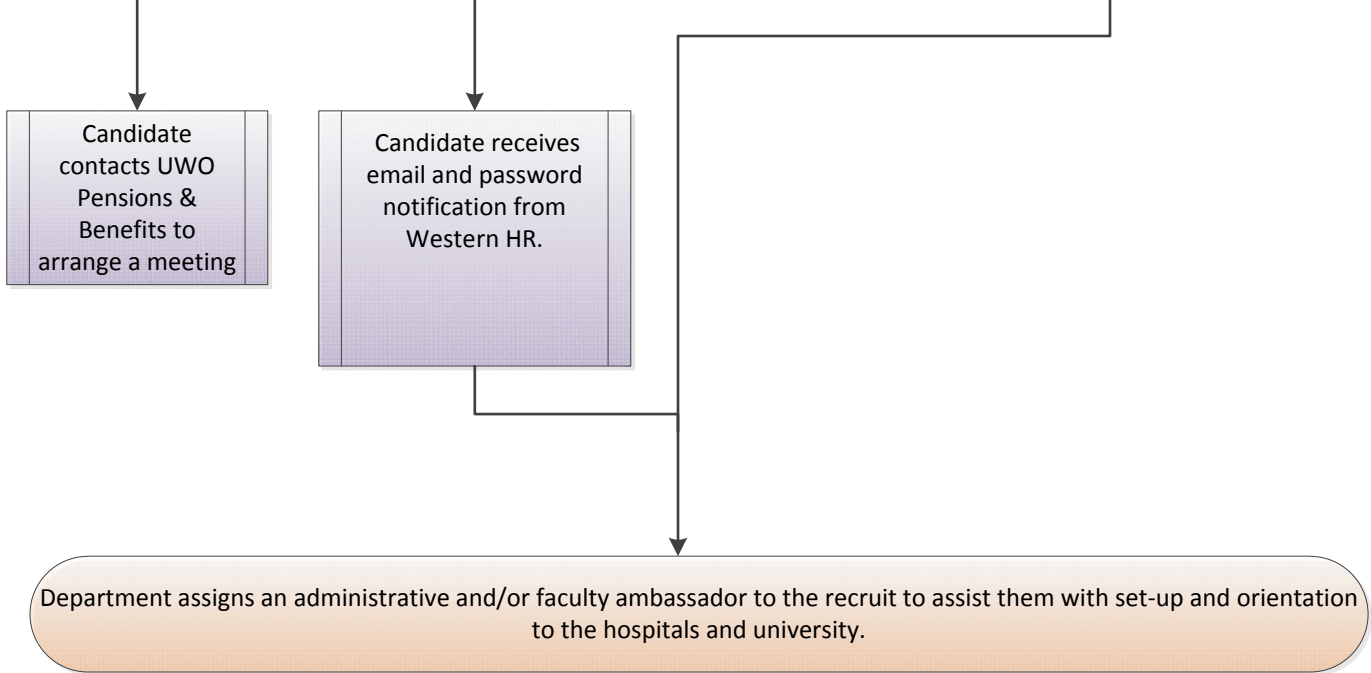
Medical Affairs works with the candidate to complete all hospital credentialing requirements, which includes the Health Review, and all hospital online education modules

Department submits forms to request office (Space Request Form), computer, systems access and Outlook email account (Systems Access Request Form) and Medical Affairs approves the requests

Medical Affairs will also be the contact for secretarial support.

City-Wide Credentials Committee reviews the application and recommends the appointment to the Joint Medical Advisory Committee and subsequently provides a recommendation to the Board of Directors of LHSC and St. Joseph's to approve the appointment to Professional Staff. Needs to be done 6-8 weeks in advance.

Medical Affairs notifies the new Professional Staff Member and department contacts them of approval and confirms start date. If the start date is prior to the CWCC/MAC/Board's approval process, a temporary appointment is issued to allow the candidate to work in a temporary category while the approval process is finalized.



Updated: March 2021, by Medical Affairs and Schulich Faculty Affairs