

Non-Canadian Trained Professional Staff in an Academic Appointment

Department develops a strategic Human Resources Recruitment Plan (considering both Academic and Hospital needs)

New positions requires that Part A of the Position/Candidate Impact Summary Form be completed and request form submitted by Department to Medical Affairs for the Joint Professional Staff Human Resource Committee (JPSHRC) to Review. The Academic Role Category (ARC) is assigned and noted on the Position Request Form (PAF) but a formal ARC form does not need to be completed at this stage.

JPSHRC approves position for Recruitment. Medical Affairs sends notification to department to proceed with recruitment.

The hiring process for Non-Canadian, Internationally Trained Professional Staff (ITPS) can take approximately 6 months to complete due to these two additional steps:

- obtaining CPSO restricted license: <https://www.cpso.on.ca/Physicians/Registration/Registration-Policies/Academic-Registration>
- obtaining temporary work permit: https://www.uwo.ca/facultyrelations/recruitment_retention/immigration/index.html

- Appointments or Selection Committee prepares the Advertisement (Ad), the Department requests to post the Ad using the Academic Recruitment Form (ARF)
- Completed ARF in pdf and the final Ad in a word format are submitted for approval to the Dean's Office : faculty.appointments@schulich.uwo.ca
- After the Ad is approved by OFR, Department can place the Ad as per the instructions on the Checklist and Guidelines for Advertising Clinical Academic Positions document available on the Faculty Relations intranet.

Candidate(s) is invited by the Department for a Recruitment interview (see: Interview Tips Sheet).

Department must ask the candidate(s) to bring proper documentation, including an up-to-date CV

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

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

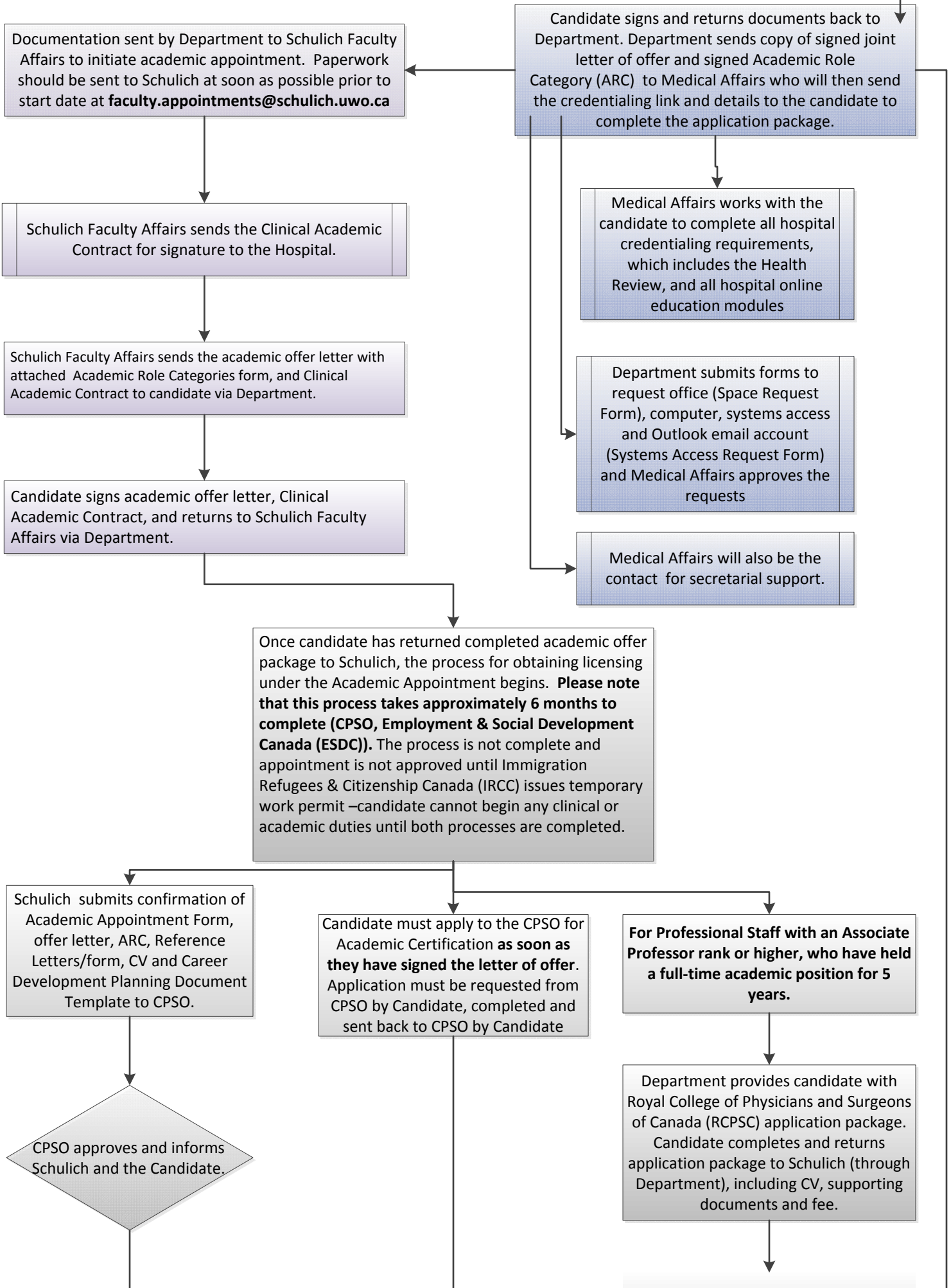
Schulich Personnel Data Sheet
<https://www.schulich.uwo.ca/humanresources/docs/Faculty%20Forms/Personnel-Data-Sheet--Clinical--2020.pdf>

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](http://www.ctauwo.ca)
Login: clinician
Password: ctauwo

OHIP Information
[Http://www.health.gov.on.ca/english/providers_mn.html](http://www.health.gov.on.ca/english/providers_mn.html)



Schulich Dean's office sends application package, letter of support from Department Chair, letter of support from Dean and copy of formal academic offer to Royal College and informs Medical Affairs that this has been submitted

Applications are reviewed by Education Committee RCPSC twice annually (dates can be found online) – applications must be submitted to Schulich one month prior to RCPSC deadline) and if approved, Academic Certificate is granted.

Candidate uses LMIA confirmation number to apply to Immigration Refugees & Citizenship Canada (IRCC) for a temporary work permit.

If Royal College approves, they inform the Dean, the Candidate, and CPSO.

Once the Candidate obtains a work permit, copies are sent to Schulich, OFR, CPSO and Medical Affairs. Candidate must contact CPSO to finalize registration process.

Departments are encouraged to advise faculty members to start the process of applying for permanent residence as soon as possible. Coordinator of Faculty Recruitment and Retention at Western is available to assist.

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.

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

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.

Candidate contacts UWO Pensions & Benefits to arrange a meeting.

Candidate receives email and password notification from Western HR.

Department assigns an administrative ambassador to the recruit to assist them with set-up and orientation to the hospitals and university.