

PA/CA Internal Process Flow

NEW POSITION:

Steps	Detailed Tasks	Responsible
1.	Program representative working with the Program Team (Medical Director/Administrative Director) identifies the need for a new PA/CA position and completes a Funding Proposal requesting funding for the new position.	Program
2.	Funding proposal is submitted to the Director, Medical Staff Administrative Services, who will take to Manitoba Health for approval. Approved funding will be confirmed in a Funding Letter from Manitoba Health to the Director Medical Staff Administrative Services.	Director, MSAS
3.	Following receipt, the Director will share with the WRHA Financial Analyst of Medical Remuneration.	Director, MSAS
4.	The Junior Financial Analyst of Medical Remuneration contacts the Administrative Director who identifies the Org. Chief. The Org. Chief will then provide the following information: <ul style="list-style-type: none"> • Job Class; • Org. Unit (where position is supposed to be set up); • Time-Keeper; and • Work schedule for new hire (ie: Monday to Friday) • If a new position is to be posted as both PA and CA, postings will go up; therefore, two ESFs are required. <p>Note: If a new Cost Centre, contact the Financial Analyst of Medical Remuneration. If a new Org. Chief is required, the Org. Chief is to contact Linda Bernier (Phone # 204-787-2687, Email: lbernier@wrha.mb.ca) who is the SAP Team Administrator for set up in SAP.</p>	Sherry Herkert
5.	The Program Admin Director initiates a Budget transfer (if new position)	Program Admin Director
6.	The Junior Financial Analyst of Medical Remuneration will then set up the position. Note: a position will be created on the request of the Program for either a PA or CA. If on hiring and a change is needed, the Junior Financial Analyst will be contacted by the Physician Recruitment Coordinator and request a change in position number if needed.	Org. Chief/ Sherry Herkert
7.	The Org. Chief will prepare an ESF in SAP. The ESF does not contain information on the individual at this time. The Org. Chief sends the completed ESF to the Physician Recruitment Coordinator.	Org. Chief/ Nancy Green
8.	The Physician Recruitment Coordinator will forward the ESF to the Financial Analyst of Medical Remuneration for approval.	Nancy Green
9.	The Physician Recruitment Coordinator obtains approval to fill the PA position from the VP Clinical Services & Chief Medical Officer, as well as approval from WRHA Finance. New positions also require the WRHA CEO to sign off.	Nancy Green
10.	Once approval obtained, the Physician Recruitment Coordinator posts the position to the MSAS Medical Staff Careers Page as well as the MB Healthcare Providers Network for seven days.	Nancy Green
11.	Once posted, the links to the job postings are sent to the Program, with a copy to PCAM (Physician & Clinical Assistant of Manitoba Inc.)	Nancy Green
12.	Competition closes and the Physician Recruitment Coordinator sends applicants to the Program & Program Consultant, PA/CA Program	Nancy Green
13.	The Program Consultant, PA/CA Program works with the Program Team on the interview process.	Denise Langendorfer
14.	Successful applicant selected and offered position. The Program/Program	Nancy Green

	Consultant PA/CA Program informs the Physician Recruitment Coordinator of results. The PRC obtains relevant information from the applicant and forwards the info to the ORG Chief to complete ESF and enters the applicant into the tracking database and creates an efile on the shared drive.	
15.	Org. Chief adds details of the applicant to the ESF and sends to the Physician Recruitment Coordinator. The Physician Recruitment Coordinator forwards ESF to HR Shared Services with a copy of the finance approval email. <u>Note</u> : If successful applicant is transferring internally, see Step #20 of this process.	Org Chief/Nancy Green
16.	HR Shared Services processes and hires PA into SAP and sets up SAP ID Number. HR Shared Services sends the ESF to Payroll. The ESF includes the SAP ID Number. HR Shared Services will send the Employee # to the Physician Recruitment Coordinator once processed.	HR Shared Services
17	The Physician Recruitment Coordinator prepares the Contract of Supervision (contacting the Program to enquire who Primary Supervising Physician and delegated physicians are) and forwards to the Program to obtain signatures. Once signatures are obtained (including new applicant) COS to be returned to the PRC who then forwards to CPSM. Physician Recruitment Coordinator files copy of signed COS in applicant's on-line file.	Nancy Green/ Program
18.	The Physician Recruitment Coordinator prepares the LOO	Nancy Green
19.	The Physician Recruitment Coordinator sends the LOO and the Job Description (JD) to the chosen applicant. For the "Appointment Process", the application for a medical staff appointment and privileges is sent to the chosen applicant.	Nancy Green

Continue from step 20 onward.

INTERNAL TRANSFER BETWEEN DISCIPLINES (or Medical Staff Transfer):

20.	<p>If this is an Internal Transfer position, the Physician Recruitment Coordinator to send the LOO to the chosen applicant, as well as:</p> <ul style="list-style-type: none"> • Job Description <p><u>Note:</u> Internal Transfers will have an SAP ID Number from their previous position so no further steps are required for SAP. The Medical Staff Application package is not sent to applicant if they are an existing Medical Staff Member transferring from another CA or PA position within the Region.</p>	Nancy Green
21.	<p>Applicant will return the signed LOO to Physician Recruitment Coordinator at MSAS (including Criminal Record Check or evidence that one is being forwarded prior to commencement of employment) as indicated in LOO. Check list in tracking database to be updated indicating that application has been received, etc. Adobe copy of LOO saved on shared drive.</p>	Applicant/ Nancy Green
22.	<p>Physician Recruitment Coordinator notifies Program that applicant has signed and returned the LOO.</p>	Nancy Green
23.	<p>The PRC connects with the Program Team to ensure that contact information of PA/CA transferring into their program is updated with Digital Health for the global address book. This is also the case when a PA/CA is leaving a position. Program Team also sets up any access to systems needed for the position with Digital Health. PRC connects the PA or CA with the team for first day instructions.</p>	Program Team
24.	<p>PRC will confirm CPSM Licensure</p>	Nancy Green
25.	<p>The Physician Recruitment Coordinator enters the appropriate appointment and privileges data in PAIS.</p>	Nancy Green
26.	<p>The process for Medical Staff Appointments/Privileges will then commence as per Medical Staff By-Laws</p>	Nancy Green
	<p>Process Complete</p>	

Related Documents: CA-PA Hiring Process External Flow Dec 2019