



## PROCESS for HIRING

### PHYSICIAN and/or CLINICAL ASSISTANTS

#### Overview/Checklist

These instructions provide a step by step process and checklist to hire a new WRHA Physician Assistant (PA) or Clinical Assistant (CA).

- If the position is new and not already funding, the program identifies the potential need for a PA/CA position and completes the [Funding Proposal](#).
- The Program forwards the Funding Proposal to the Director, Medical Staff Recruitment & Administrative Services.  
**Automatic funding does not mean that the position will be filled immediately. This is based on PA/CA resource ability.**
- The Director, Medical Staff Recruitment & Administrative Services requests to secure funding from Manitoba Health. If Manitoba Health approves funding, they provide Medical Staff Administrative Services (MSAS) with a Funding Letter. The Director forwards the Funding Letter to WRHA Finance. WRHA Finance creates a Position Number and provides the program with this information.
- Funding is secured.

**Note:** Only once funding is approved, positions are processed.

- The program team ensures that a Job Description is in place by contacting the Physician Recruitment Coordinator. If a new JD is required the Physician Recruitment Coordinator will inform the Program and provide a template. The JD will then be forwarded to CPSM for approval (for new positions only).
- Once approved, CPSM lets the Physician Recruitment Coordinator know that the program can proceed with the position. The program is made aware of approval and proceeds with advertising/hiring process.
- The program produces an Employee Status Form (ESF) and forwards to the Physician Recruitment Coordinator for approval/posting.
- Once approval is obtained to post the position, the Physician Recruitment Coordinator posts to the MSAS Medical Staff Page and the MB Healthcare Providers Network. The position is posted for 7 days.

- Interviews take place following closing of the competition.
  - The candidate is selected and offered the job. The successful candidate is asked to obtain a Criminal Record Check (CRC) including a Vulnerable Sector Search, Adult & Child Abuse Registry Checks. Duplicate copies of the CRC are required as both CPSM and MSAS require them.
  - The applicant is asked to complete the registration process with the CPSM.
  - Simultaneously, the program team/Admin Director/Physician Recruitment Coordinator initiates completion of the full Contract of Supervision (COS) using the COS template by populating the fields on the template. Once signatures obtained by the Primary Supervising Physician, the PA/CA, and the Delegated Supervision Physician(s), the COS is sent to the Physician Recruitment Coordinator who then forwards the COS to CPSM for approval of registration and confirmation of start date.
  - The applicant and the Physician Recruitment Coordinator are informed by CPSM that registration is confirmed.
- Note:** Registration must be confirmed by CPSM *prior* to commencement of employment and prior to the Employee Status Form (ESF) being completed so the accurate start date can be noted on the ESF for Payroll purposes.
- The Admin Director/Org Chief completes an ESF to hire and forwards it to the Physician Recruitment Coordinator who forwards it to HR Shared Services with WRHA funding confirmation.
  - The program provides the Physician Recruitment Coordinator with the CV and references (upon availability from the interview).
  - The Physician Recruitment Coordinator provides the successful applicant with the Letter of Offer (LOO contains links to benefits package) and an application for a Medical Staff Appointment.
  - Once the LOO and application for medical staff appointment is completed and returned to MSAS for processing, the Physician Recruitment Coordinator sends a 'Temporary Privilege/PHIA' Letter to the successful applicant.
  - The Physician Recruitment Coordinator notifies the Org Chief/Program once the offer has been accepted.
  - The Physician Recruitment Coordinator continues the process of the medical staff appointment including setting of privileges for the PA/CA.

## **Notes:**

- **Criminal Record Checks (CRC)** (including Vulnerable Sector Search) and **Adult/Child Abuse Registry checks** are important documents and are a condition of employment. (Policy 20.30.120) Therefore, if not obtained and submitted to MSAS within three months from the start date, privileges will be suspended and the new hire will be on leave without pay.
- All members of the WRHA Medical Staff are required to participate in **PHIA** orientation session and sign a PHIA Pledge in accordance with the WRHA PHIA Policy (10.40.020) within three months of hiring. Access to systems may be delayed if PHIA is not completed. Please ensure you give your new hire time to complete (either in-house session or via LMS training).
- The Program Team/Primary Supervising Physician is to contact the applicant with first day instructions.
- Changes to the Contract of Supervision (COS) (changes include additional/removal supervising physicians, change to Primary Supervising Physicians, name changes etc) need to be communicated to the Physician Recruitment Coordinator so that an Addendum can be initiated and sent to the Program for signatures.
- **Leaves of Absence (LOA)** – Any leaves of absence must be notified to the Physician Recruitment Coordinator and copies of ESF/LOA forms to be sent to the Physician Recruitment Coordinator for personnel file completion.
  - Important note – when a PA/CA are on leave and have notified CPSM, licensure will cease; therefore prior to the PA/CA resuming his/her position they must provide confirmation of reactivation of licensure and forward to MSAS for personnel file.
- **Resignations/Terminations:** Resignations/terminations must be called into HR Shared Services. To avoid overpayment – please call as soon as you know. Please ensure that copy of ESF is also forwarded to the Physician Recruitment Coordinator for copy to be kept in the personnel file.
  - When a PA/CA are removed from their position in the WRHA, CPSM will be notified by the PA/CA Program Manager or Physician Recruitment Coordinator. Once a PA/CA leave the employ of the WRHA, their license is no longer valid and CPSM ensures that they are not included in the Annual Renewal Notifications that are sent out from their office.
- **Disciplinary Actions:** Programs are responsible to notify the PA/CA Program Director of any reportable disciplinary action.
- As PA/CAs are part of the medical staff they will participate in a yearly attestation process which is undertaken by the Medical Staff Administrative Services Office.

## Helpful Hints

“**New position**” is when a position is not currently funded or filled.

“**Replacement position**” is when a position is currently funded and has an incumbent in place.

Link for *WRHA Employee Handbook* - <http://home.wrha.mb.ca/hr/handbook.php>

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