Procedures for Appointments

N.B. These general procedures apply when recruiting, to the McGill Department of Medicine, individuals who are offered McGill Contract Academic Staff (Clinical) positions and clinical appointments to the McGill University Health Centre (MUHC).

All clinicians and medical scientists who are recruited to one of the McGill University-affiliated hospitals must also hold an academic appointment in a university department.

Additional procedures apply for tenure-track recruits and/or recruitment of non-Canadians.

The procedures here are specific to the MUHC. Procedures for the Jewish General Hospital and St. Mary’s Hospital are similar, but not identical.

**Phase 1 DEPARTMENT LEVEL APPROVAL**

1.1 The division director approaches the Department Chief/Chair with a potential candidate, and submits a formal written request, along with the candidate’s CV. This formal request must indicate

1.1.1 how they fit within the medical manpower plan for that specialty, i.e. one of:

1.1.1.1 PREM available or

1.1.1.2 Replacing someone giving up a PREM (letter of resignation required) or

1.1.1.3 Derogation will be sought

1.1.2 A description of the candidate’s “formation complémentaire”

1.1.3 the candidate’s qualifications for the position

1.1.4 a completed MUHC Impact Analysis form

(Please note that in the case of a recruit who plans RAMQ funded formation complémentaire prior to their full appointment, the Department must be approached and the appointment process initiated in order for the candidate to receive MSSS approval for this formation complémentaire.)

1.2 The Department Chief/Chair meets and approves the potential candidate

1.3 The Department (Teresa Alper) obtains

1.3.1 the signature of the Chief/Chair of the Department on the McGill Teaching Hospital Physician Appointment Form

1.3.2 the signature of the MUHC Director of Professional Services (DPS) on the McGill Teaching Hospital Physician Appointment Form

1.3.3 the signatures of the Mission Administrative Director (Gary Stoopler) and Chief/Chair of the Department on the MUHC Impact Analysis Form
Phase 2  FACULTY LEVEL APPROVAL

2.1 The Department (Teresa Alper) sends the following package to the Dean’s Medical Manpower Committee (chaired by the Associate Dean, Hospital and Government Affairs (Dr. Benaroya) and managed by Ms. Angela Karkatsoulis)

- a cover letter to Dr. Benaroya, requesting that the name be placed on the Medical Manpower List. (In order to do this, the name must be approved by the Dean’s Medical Manpower Committee, which meets quarterly, with representation from all hospital Director of Professional Services (DPS) offices. The approval process includes verification by this committee that the formation complémentaire is appropriate and that the candidate fits within the medical manpower plan for that specialty.)
- the CV of the candidate
- the completed and signed McGill Teaching Hospital Physician Appointment Form

2.2 Following the meeting of the Dean’s Medical Manpower Committee, the Department is advised, via a receipt of the list of approved candidates, that the recruitment may proceed.

2.3 At this point, a letter of offer is normally issued to the candidate by the Department, which states that the appointment is contingent on successful completion of the steps below. The letter is issued at this time in order to assure the candidate of our good faith in proceeding with the process, and also to speed up completion of the process once the other phases have been completed.

Phase 3  HOSPITAL LEVEL APPROVAL

3.1 The Department coordinates the preparation of a complete dossier for presentation to the Qualifications Committee of the Council of Physicians Dentists and Pharmacists (CPDP) of the MUHC

The dossier to be presented to the MUHC Qualifications Committee includes:

3.1.1 the signed MUHC Impact Analysis Form (see 1.3.3)
3.1.2 the signed McGill Teaching Hospital Physician Appointment form (see 1.3.1 and 1.3.2)
3.1.3 the following elements that are listed on the Checklist of the Application for Appointment to the MUHC:

i. Up to date Curriculum vitae
ii. Proof of liability insurance (if available)
iii. Medical licensure (copies of Québec licence from the CMQ, etc.)
iv. Specialty diplomas (copies of certificates or attestations)
v. Form describing complementary training completed by the candidate AND
vi. Confirmation letter for completion of complementary training (formation complémentaire) completed by supervisor
vii. Three (3) letters of reference, addressed to the Chair, Department of Medicine

3.2 Qualifications Committee approves the nomination, and forwards it to the Central Executive Committee (CEC) of the CPDP.
3.3 CEC sends its approval to the Board of the hospital, and also to the DPS Office (Stephanie Tiberio)
3.4 The DPS Office sends the approval of the CEC and the university approval to the Montreal Agence regionale de santé et services sociaux (Agence), and enters a “avis de conformite” in the data base of the Agence/MSSS.

**Phase 4 AGENCE LEVEL APPROVAL**

4.1. The Agence sends an Authorization of Nomination pending Board Confirmation both to the Faculty (Angela) and to the DPS office. (The Faculty (Angela) usually forwards a copy of this to the department by email to expedite the university appointment (Phase 5, below))
4.2. The DPS office sends the Authorization of Nomination pending Board Confirmation to the Board of the hospital.
4.3. The Board approves it, and sends this approval back to the DPS office.
4.4. The DPS office sends this to the Agence.
4.5. The Agence adds this name to their list, and it is now seen on their monthly reports.
4.6. The DPS office receives the monthly reports, and advises the Department.

**Phase 5 UNIVERSITY APPOINTMENT**

5.1 Once the Department has received notification that the candidate is added to the Agence list, the Department sends a letter of offer for the McGill academic position to the candidate, should the letter not already have been sent (see 2.3 above).
5.2 The signed letter of offer is returned to the Department by the candidate, and the Department submits a McGill MINERVA appointment form for the academic position (“HIRE” function).
5.3 A final memo, signed by the Chair, is sent to the Associate Dean, Academic Affairs (Dr. Ludwig), requesting formal approval of this hire (supporting documents include the candidate’s CV, and letter of offer signed by the recruit)
5.4 The Faculty Academic Affairs Office approves the appointment and forwards to Central Academic Affairs at McGill. Central academic affairs approves, and a letter of appointment is then issued to the candidate from the McGill Board of Governors
5.5 An automatic email is sent to the recruit, asking them to activate their McGill email account; once this has been done, they have access to One45 and all other McGill applications

Prepared by Joyce Pickering, MD, Interim Physician-in-Chief, MUHC
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