

CHECKLIST – MEDICAL LEADERSHIP RECRUITMENT, OFFER, AND CONTRACT PROCESS (DEPARTMENTAL – EXCLUDING DHs)

KEY CONTACTS

Medical Staff Contract Management Team (MSCM) – PhysicianContracts@viha.ca

Medical Staff Governance Team (MSG) – MedStaffGovernance@viha.ca

Medical Staff Engagement & Development (MED) – MedStaffDevelopment@viha.ca

UPON NOTIFICATION OF RESIGNATION OR TERMINATION OF CONTRACT:

Notify the Medical Staff Contract Management

- Provide a copy of the written notice of resignation

TO APPOINT A POSITION:

Notify the Medical Staff Governance Team of Your Selected Replacement

- MSG will draft a letter of appointment and send to your candidate for signature and return to the MSG office
- You will receive a copy of the signed letter of offer once returned and MSCM will be notified
- MSCM will then send the contract to the successful candidate for signature and return to the MSCM office

ONBOARDING

Helping new medical leaders to understand their role and expectations and providing them with the tools, resources, knowledge and contacts they need is key to them being successful in their new leadership position.

YOUR ROLE IN ONBOARDING

- Successful onboarding starts with ensuring clarity about the role and the expectations during the recruitment process
- Offer your new leader the opportunity to connect as frequently as needed with yourself and also the opportunity to connect with another medical leader for mentorship
- Regularly check in with your new leader during their first few months to see if they require any additional information and discuss education and training opportunities

MEDICAL & ACADEMIC AFFAIRS' ROLE IN ONBOARDING

The Medical Staff Engagement and Development team will provide the following to welcome and support new leaders:

- A welcome email & phone call, and an organization-wide announcement
- Coordinate meetings with Medical and Academic Affairs leaders who will be their key resources/contacts
- An invitation to attend the next orientation event 'Navigating Island Health Medical Leadership'
- Information on upcoming Island Health leadership training opportunities