

# THE ALBERTA HEALTH SERVICES MEDICAL STAFF BYLAWS

## Medical Appointments >>

Alberta Health Services (AHS) has established the Medical Staff Bylaws and Medical Staff Rules in order to assist Practitioners work within AHS. Knowing the requirements and how to apply will help to streamline your application for an AHS Medical Appointment. This document should not be used as a replacement for the Bylaws; it is simply a concise reference outlining how to apply for an Appointment, the various categories of Appointments, and the application approval process. ■

### What are Appointments?

A provincial AHS Medical Staff Appointment outlines the category of Appointment (Probationary, Active, Temporary, Community or Locum Tenens) and the rights and responsibilities exclusive to that Practitioner. The Practitioner is assigned to a primary Zone Clinical Department (ZCD) and granted appropriate Clinical Privileges. He/she is only required to apply once but may be appointed to more than one ZCD (within one or more zones) designated as secondary ZCDs. ■

### How do I qualify for an Appointment?

Appointment to the Medical Staff is granted to Practitioners with:

- A license for independent practice from the relevant College;
- Appropriate liability coverage; and
- Qualifications, standards and requirements that initially and continuously meet the guidelines in the [AHS Medical Staff Bylaws](#) and [Medical Staff Rules](#). ■

### What are the categories of Appointments?

There are five categories of Appointments:

- **Probationary Staff:** An initial Appointment applicable to all Medical Staff, other than those in the Temporary and Community category or those appointed directly to the Active Staff category by the Chief Medical Officer (CMO). Probationary Appointments last for a minimum of twelve months to a maximum of twenty-four months.
- **Active Staff:** Practitioners who have satisfied the requirements of the probationary period or have been appointed directly by the CMO.
- **Temporary Staff:** A short-term, temporary Appointment for a specific purpose and for a defined time (not to exceed 120 consecutive days) with scope of practice defined by the clinical privileges granted.
- **Community Staff:** An Appointment to a Practitioner who does not provide specified clinical services for patients in facilities but wants to partake in AHS activities and membership benefits.
- **Locum Tenens Staff:** Temporary placement(s) in an existing AHS practice and/or facility in order to address a short-term absence or workforce shortfall. ■

### How do I apply for an Appointment?

Most Applicants are recruited for Appointment through Zone-specific processes that may vary by Zone or by site. In order to apply for Appointment:

- An Applicant may be asked to fill out the “Request for Application Package” form and submit it to the appropriate Zone Medical Affairs Office (ZMAO). The Application Package will then be sent to the Applicant for completion and submission to the ZMAO.
- The Application Package may be supplied by the ZMAO as part of the recruitment process and would not require the Applicant to fill out the “Request for Application Package” form.

Please contact the relevant Zone Medical Affairs Office or your Zone Clinical Department Head (ZCHD) for more information on the operational process. ■

## What supporting documents do I need to send with my completed application?

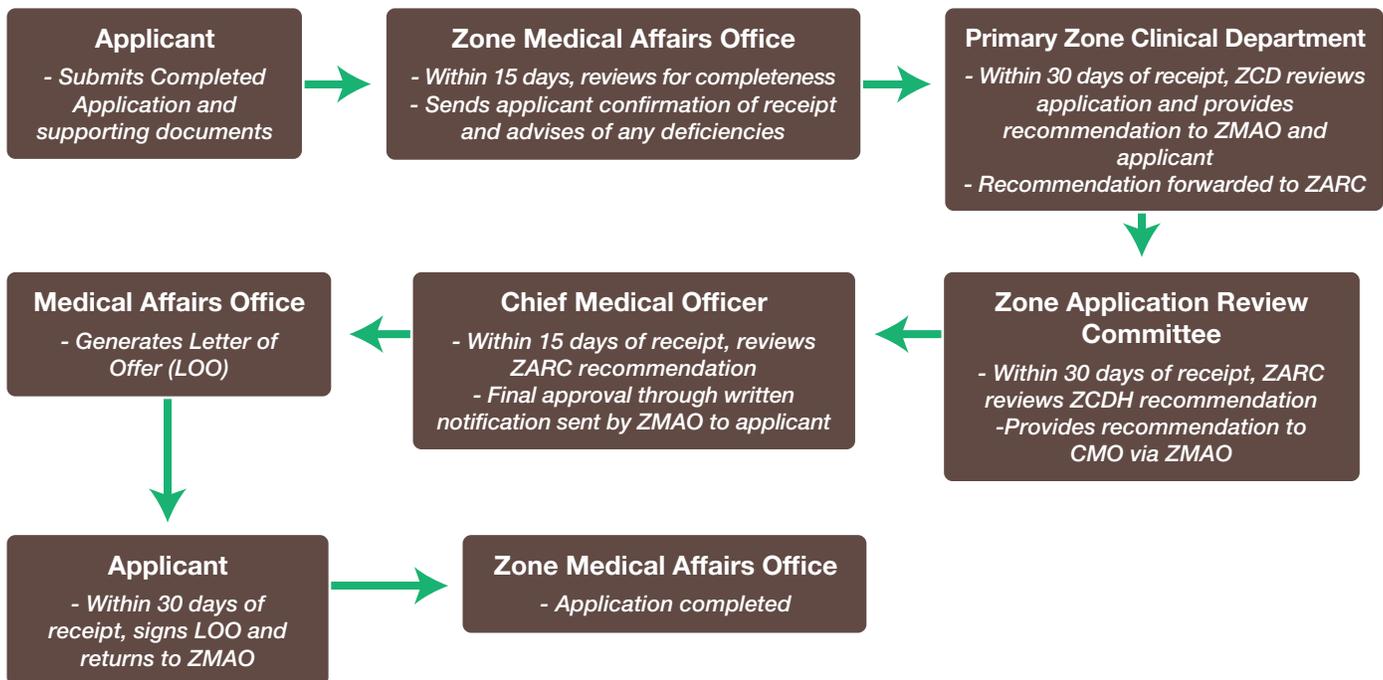
- A current Curriculum Vitae (CV);
- Three professional letters of reference from Referees with firsthand knowledge of the applicant from the previous four years;
- A certificate of good standing/practice permit from the relevant licensing body;
- Proof of liability coverage from the Canadian Medical Protective Association (CMPA), Canadian Dental Service Plans (CDSP) or other relevant liability insurance provider;
- A signed waiver and release; and,
- Any other documentation required by the Zone as outlined on the application form. ■

## How long does the application process take?

The application process takes approximately 90 calendar days from the time that a Zone Medical Affairs Office receives a completed application with all required documentation. ■

## What are the stages in the Application approval process?

See chart below.



## What is included in a Medical Staff Letter of Offer (LOO)?

A LOO indicates:

- Term of the Appointment
- Category of the Appointment
- Primary ZCD
- Supplementary ZCDs
- Clinical Privileges granted
- Return in Service Agreement (if applicable). ■

## What happens if my application receives an unfavourable recommendation?

An application for Appointment can be deemed unfavourable at any stage during the application approval process. The most common reasons for this recommendation are that the application was incomplete or lacked the required supporting documents or the ZCD, ZARC and/or CMO recommend changes to the application. The Applicant will have the opportunity to address any deficiencies with his/her application, make any recommended changes, and re-submit. ■

## Can an application be denied?

Yes. If an application is deemed unfavourable by the ZCD, ZARC, and/or CMO, their report(s) could recommend that the application be denied rather than amended. All denied applications may be appealed. ■

## What is an Attestation Form?

An Attestation Form is a signed information verification document that includes, but is not limited to, a copy of your current practice permit and evidence of Canadian citizenship. An Attestation Form must be completed and submitted to the Medical Affairs Office within 12 months of being appointed and annually thereafter. Maintaining up-to-date Attestation Forms is a condition of Appointment. ■

If you have any questions about Medical Appointments, please contact your ZCDH(s) or ZMD. For additional information, please refer to “*Part 3 – The Process for Medical Staff Appointments and Clinical Privileges*” of the AHS Medical Staff Bylaws.

These documents may be updated on a regular basis so if you are printing or saving them, please visit the AHS Medical Staff website at [www.albertahealthservices.ca/medicalstaff](http://www.albertahealthservices.ca/medicalstaff) for the most recent versions.