

Frequently Asked Questions (FAQ)

General CA Information..... 2

Which departments have Clinical or Clinical/Surgical positions? 2

What is the rate of compensation for a Clinical or Clinical/Surgical Assistant? 2

How do I go from Clinical or Clinical/Surgical Assistant to independent medical practice? 2

How do I go from Clinical or Clinical/Surgical Assistant to residency? 2

Can a Clinical or Clinical/Surgical Assistant leave the AHS position for residency? 2

What is meant by supervision of a Clinical or Clinical/Surgical Assistant? 2

Application Requirements..... 2

Is there an application fee? 2

Is there an application deadline? 2

Are applicants notified if something is missing in their application? 3

What if an applicant has not completed or submitted one of the requirements? 3

Does the program consider any other English language proficiency tests? 3

If an applicant was trained in English and graduated from an English-speaking foreign university with English transcripts is the IELTS still required? 3

Does the program consider any alternatives to the MCCQE Part 1? 3

What is meant by “Postgraduate Medical Education” (PGME)? 3

What is the process for sharing applicable documents through Physicians Apply? 3

Does the Physicians Apply document verification process need to be completed prior to application? 3

Do non-English documents require an English translation? 3

Are documents written in French accepted? 3

Can documents be forwarded to other organizations on the applicant’s behalf? 3

If you cannot find the answers to your questions here, please email your question to CAprescreen@ahs.ca.

General CA Information

Which departments have Clinical or Clinical/Surgical positions?

Past recruitment has taken place in clinical specialties such as General Internal Medicine, Gastroenterology, Cardiology and Pulmonary Medicine, and surgical specialties such as Orthopaedics, General Surgery, Burns, Plastics, Vascular and Thoracic Surgery.

What is the rate of compensation for a Clinical or Clinical/Surgical Assistant?

As employees of Alberta Health Services (AHS), Clinical and Clinical/Surgical Assistants (CAs) are entitled to an annual salary, including benefits. As of January 1, 2016, the new provincial salary grid for CAs is as follows:

Grid Level	Description	Base Salary	Total Compensation (With Benefits at 22.5%)
Probationary Period	0 to end of 6 months or completion of probation, whichever comes first	\$62,747	\$78,461
Level 1	Completion of probation (typically 6 months) to end of 36 months	\$87,915	\$108,611
Level 2	36 months + 1 day to end of 48 months	\$113,624	\$138,982
Level 3	48 months + 1 day to end of 60 months	\$141,405	\$168,499
Level 4	Greater than 60 months + 1 day	\$154,722	\$182,648

* Annual Total Compensation includes AHS Management and Out of Scope employee benefits plus the employee base salary.

How do I go from Clinical or Clinical/Surgical Assistant to independent medical practice?

There is no pathway to independent practice through these positions. Individuals who are interested in acquiring an independent licence in Alberta have two options:

- 1) Meet the requirements set out by the [College of Physicians and Surgeons of Alberta \(CPSA\)](#) for independent licensure.
- 2) Apply to residency programs through the [Canadian Resident Matching Service](#).

How do I go from Clinical or Clinical/Surgical Assistant to residency?

There is no pathway to residency through these positions.

Can a Clinical or Clinical/Surgical Assistant leave the AHS position for residency?

AHS cannot dictate when or where an individual may apply to work or study. However, AHS strongly encourages that individuals attempt all other avenues towards independent licensure first before considering applying to a CA role, as sudden departure from the role greatly impacts patient care in our province.

What is meant by supervision of a Clinical or Clinical/Surgical Assistant?

The individual's clinical and/or surgical knowledge and skills are formally evaluated under the direction and supervision of an attending physician and/or surgeon (supervisor) while providing care to patients in a hospital setting. Individuals are part of a clinical and/or surgical team comprised of attending physicians and/or surgeons, residents/medical students and a multidisciplinary team of health care providers.

Application Requirements

Is there an application fee?

No, there is no application fee for the *CA Pre-Screening Process*.

Is there an application deadline?

Applications for the *CA Pre-Screening Process* are accepted on an ongoing basis.

Are applicants notified if something is missing in their application?

No. Applicants are only notified within 4 weeks regarding the application review as a whole. If something is missing, then the application is denied.

What if an applicant has not completed or submitted one of the requirements?

Application packages submitted without all of the required documentation will be considered incomplete and will be denied.

Does the program consider any other English language proficiency tests?

No, the International English Language Testing System (IELTS) is the only English test accepted at this time.

If an applicant was trained in English and graduated from an English-speaking foreign university with English transcripts is the IELTS still required?

An applicant may be exempted from English language proficiency testing if he/she meets the English language exemption requirements as outlined on the [CPSA website](#). If an applicant meets these requirements, he/she must share the applicable international documentation through Physicians Apply and/or include the applicable certified Canadian documentation with the emailed application package. Email CAprescreen@ahs.ca for further clarification.

Does the program consider any alternatives to the MCCQE Part 1?

No, no alternatives (such as the USMLE) to the MCCQE Part 1 are accepted at this time.

What is meant by “Postgraduate Medical Education” (PGME)?

The PGME requirement is in place due to the licensing requirements of the College of Physicians and Surgeons of Alberta (CPSA). According to the CPSA, any PGME must meet the following criteria:

- a) Hospital based training in clinical services providing direct patient care interaction in the acute care setting that
- b) Excludes medical or clinical research, fulltime administrative activity, and instruction in aspects of medicine not contributing to direct patient care (such as hospital systems management, medical records instruction, computer or network training).

What is the process for sharing applicable documents through Physicians Apply?

Applicants are responsible for registering with Physicians Apply, including all costs involved with this process, and for sharing each of the applicable documents with AHS. Applicants are able to share their documents once the documents have been posted to their account. Any questions regarding your Physicians Apply account should be directed to [Physicians Apply](#).

Does the Physicians Apply document verification process need to be completed prior to application?

No, as long as the process of source verification has been **initiated**, the document will be available for sharing with AHS through your Physicians Apply account.

Do non-English documents require an English translation?

Yes, all non-English transcripts and documents must be translated into English. All documents that may require translation must be source verified through Physicians Apply and then shared with AHS; therefore you must follow any translation requirements according to [Physicians Apply](#).

Are documents written in French accepted?

No, only documents written in English, or translated to English, are accepted at this time.

Can documents be forwarded to other organizations on the applicant’s behalf?

No, AHS will not forward documents to other organizations on behalf of the applicant.