

STEPS TO BE TAKEN FOR CLINICAL FACULTY APPOINTMENT APPLICATION

Responsible Unit	Responsibility
Clinician	<ul style="list-style-type: none"> Expresses an interest in teaching, or is contacted about teaching by the Medical Education Office. Is asked to submit a letter of Interest and Curriculum Vitae to the Medical Education office.
Site Medical Education Office	<ul style="list-style-type: none"> Contacts the Physician's hospital department to request a letter of good standing. Sends the physician's expression of interest letter and CV to the hospital department as an FYI. Also requests a recommendation / reference letter from the Site Director. Once recommendations are received from Hospital department and site director, the medical education office sends this package <ol style="list-style-type: none"> letter of recommendation from Associate Dean / Site director letter of good standing from head of Clinical Department / hospital medical staff letter of interest with personal information CV if Family Practice, then complete the application form below (http://www.med.ubc.ca/_shared/assets/Family_Practice_FMPR_Application_Form4009.pdf) <p>to Roshanak Ghannadan at UBC Office of Clinical Faculty Affairs rg hannadan@medd.med.ubc.ca and a copy to the Assistant to the UBC Department Head.</p> <p>PSYCHIATRY – Completes a form and returns to Angela Wong in the UBC Department of Psychiatry. For those seeking initial appointment, an application form, a letter of intent, a completed curriculum vitae in UBC format (either full or abbreviated format) and a letter from a site director (for Island & Northern Medical Programs only) identifying your expected role in teaching must accompany the application. These forms are available below. The applicant is responsible for getting the appropriate Division Head's letter of support. http://www.psychiatry.ubc.ca/FS/ClinFac/Initial_Clinical_Appointment.htm</p> <p>Applications from distributed sites submit forms to Site Administrators who will forward to Angela Wong: Island Medical Program: Karen Braun, karenb@uvic.ca Northern Medical Program: Jennifer Hammond, hammond@unbc.ca Kelowna/Interior: Carri Folk, carri.folk@interiorhealth.ca Lions Gate Hospital: Colleen Schneider colleen.schneider@vch.ca Richmond Hospital: Janice Westle: janice.westle@vch.ca Royal Columbian Hospital: Kathleen McIntosh, kathleen.mcintosh@fraserhealth.ca Surrey Memorial Hospital: Barbara Gourley, barbara.gourley@fraserhealth.ca http://www.psychiatry.ubc.ca/FS/ClinFac/Initial_Clinical_Appointment.htm</p>
Hospital Department	<ul style="list-style-type: none"> Produces a letter of good standing and forwards to Site medical education office.
Office of Clinical Faculty Affairs (R. Ghannadan)	<ul style="list-style-type: none"> Puts the clinician's CV into the UBC CV format, sends this to the Clinician for edits and verification. Sends completed package to the relevant UBC Clinical Department with a copy to the Site.
Links	http://www.med.ubc.ca/faculty_staff/clinical_faculty/membership/forms.htm http://www.med.ubc.ca/faculty_staff/clinical_faculty/appointments_contract.htm
UBC Department	<ul style="list-style-type: none"> Review/approval at the Departmental Clinical Faculty Appointment and Promotion Committee (DCFAPC).