

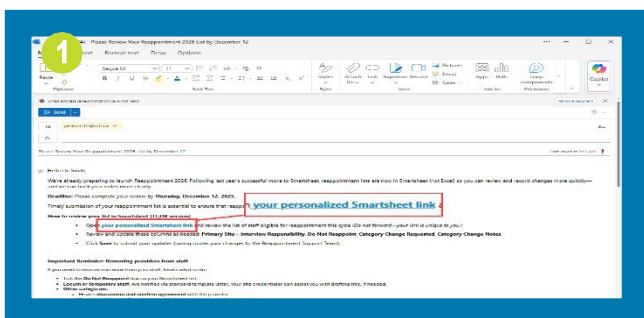
Completing Reappointment Lists in Smartsheet

A reappointment list shows all medical staff in your department or division who are eligible to reappoint next year. Before we send out reappointment invitations, we ask medical leaders to review their lists to:

- Make sure only the right people get invited
- Cue up any staff category or other status changes in advance

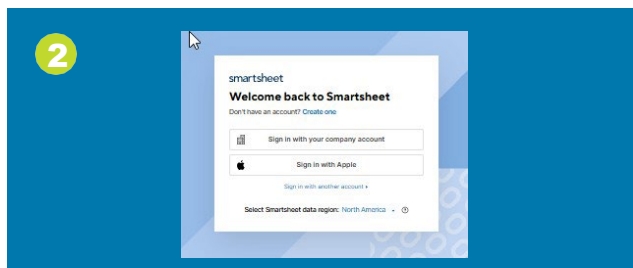
Your timely review helps ensure a smooth reappointment cycle for everyone.

Here's a quick guide to getting it done in Smartsheet.



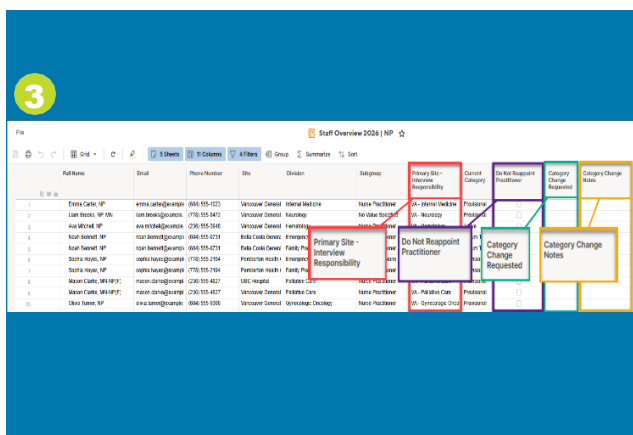
1 Click the link in your email to access your personalized list

The link provided will take you directly to your department/division list in Smartsheet.



2 If prompted, log in to Smartsheet to view your list

- **Need help setting up a new Smartsheet account?**
[Account Setup Guide \(VCH email address\)](#)
[Account Setup Guide \(Third party email address\)](#)
- **Misplaced your Smartsheet login information?**
Click [here](#) to visit the Help Center.



3 Focus on four key columns

- **Primary Site - Interview Responsibility (Red):**
Shows who is responsible for the reappointment interview. If another department/division is listed, you can still make changes for your own department/division as needed.
- **Do Not Reappoint Practitioner (Purple):**
Tick this box for any staff member who should not be invited to reappoint.
- **Category Change Requested (Green):**
Use the dropdown to select a new appointment category if a change is needed. If you select Provisional or Associate, your site credentialer will be in touch to obtain Search & Selection details.
- **Category Change Notes (Yellow):**
Enter any notes or clarifications, **especially site-specific instructions** or additional information.

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6	Sophia Hayes, NP	sophia.hayes@exampl	(778) 555-2194	Pemberton Health	Emergency Medicine
7	Sophia Hayes, NP	sophia.hayes@exampl	(778) 555-2194	Pemberton Health	Family Practice
8	Mason Clarke, MN-NP(F)	mason.clarke@exampl	(236) 555-4827	UBC Hospital	Palliative Care
9	Mason Clarke, MN-NP(F)	mason.clarke@exampl	(236) 555-4827	Vancouver General	Palliative Care

4 Multiple sites and assignments

Staff members may have multiple rows if they are appointed to multiple sites or assignments under your purview. Each row corresponds to a separate site/assignment.

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Primary Site - Interview Responsibility	Current Category	Do Not Reappoint Practitioner	Category Change Requested	Category Change Notes
VA - Internal Medicine	Provisional	<input type="checkbox"/>		S&S completed
VA - Neurology	Provisional	<input type="checkbox"/>		
VA - Hematology	Active	<input type="checkbox"/>		
Bella Coola - Family Pr	Locum Tenet	<input type="checkbox"/>		Active Provisional (S&S Process Required)
Bella Coola - Family Pr	Locum Tenet	<input type="checkbox"/>		Associate
Pemberton - Family Pr	Provisional	<input type="checkbox"/>		Consulting
Pemberton - Family Pr	Provisional	<input type="checkbox"/>		Temporary
VA - Palliative Care	Provisional	<input type="checkbox"/>		Locum Tenets
VA - Palliative Care	Provisional	<input type="checkbox"/>		Scientific & Research
VA - Gynecologic Onco	Provisional	<input type="checkbox"/>		Associate: Non-Medical
				Off Staff

5 Make changes

- Mark the relevant boxes or select options for each practitioner as needed. If a practitioner appears for multiple sites/assignments, mark only the rows relevant to your intended changes.
- If multiple sites are collapsed into one row (e.g., VGH/UBC), use the free text field in Category Change Notes column to clarify any site-specific instructions or provide additional information if necessary.

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The screenshot shows a web browser window with a URL: https://app.smartsheet.com/reports/7fMvypQMVGW3/g/99Hq2h9H/KWqcF1JpqlRM. The page displays a table with columns for Full Name, Email, and Phone Number. A red box highlights a 'Save' icon in the top right corner of the table area.

Full Name	Email	Phone Number
Emma C	emma.carter@example	(604) 555-1023
Liam B	liam.brooks@example	(778) 555-8472
Ava M	ava.mitchel@example	(236) 555-3948
Noah B	noah.bennet@example	(604) 555-8721
Noah B	noah.bennet@example	(604) 555-8721
Sophia H	sophia.hayes@example	(778) 555-2194
Sophia H	sophia.hayes@example	(778) 555-2194
Mason C	mason.clarke@example	(236) 555-4827
Mason C	mason.clarke@example	(236) 555-4827
Olivia T	olivia.turner@example	(604) 555-9306

6 Save your changes

Click **Save** to submit your work to the Reappointment Support Team for processing.

Important Reminder: Taking providers off staff

If you need to take a provider off staff this reappointment cycle, here's what to do:

- Tick the **Do Not Reappoint** box on your Smartsheet list.
- Locum or Temporary staff:** Are notified via standard template letter. Your site credentialer can assist you with drafting this, if needed.
- Other categories:**
 - Have a **discussion and confirm agreement** with the provider.
 - Provide **written confirmation** (email is fine) and copy your site credentialer.
- If the provider **does not agree**, you have two options:
 - Option 1:** Proceed with reappointment but **flag the motion** with a recommendation *not* to reappoint. The provider must be informed of this non-recommendation, which will be included in the motion to the Board. If the Board agrees, this may be considered a **denial of privileges**, which could affect future applications at VCH or other health authorities.
 - Option 2:** Reappoint but issue a **12-month termination notice** in writing.
- If a provider has already completed a reappointment application**, the off-staff rules are similar to those for regular staff. First, connect personally and request that they **withdraw their application**.
 - If the provider **agrees** to withdraw, confirm their agreement in writing (email is fine) with a copy to your site credentialer.
 - If the provider **does not agree** to withdraw, you should allow the appointment to proceed as above, with either a **flagged Board motion** (Option 1) or a **12-month termination notice** (Option 2).

THAT'S IT.

Once lists are complete, reappointment invites will be sent to approved medical staff in January.

On behalf of the Reappointment Support Team, thank you for partnering with us to make this year's reappointment as frictionless as possible.

If you have any questions or require any other support, we are always here to help. Please drop us a line at medicalstaffreappointment@vch.ca or give us a call at 604-675-2523. Messages are generally returned within one business day.