

**VANCOUVER COASTAL HEALTH  
APPLICATION FOR APPOINTMENT TO THE MEDICAL STAFF**

**INSTRUCTIONS** for completion of this application:

1. Complete the online application form.
  - Please note that the Curriculum Vitae (CV) does not substitute for any questions on the application form.
2. Complete the Privileging Dictionary(ies) in your list of documents.
3. Attachments:

**Please note when uploading documents:**

- a. **Attachments must be in either a PDF format or image format such as JPG, GIF or TIF.**
- b. **Attachment size is limited to 4 MB**
- c. **All documents can be uploaded/attached to your online application or submitted to Medical Affairs via fax or email.**
- d. **Uploaded documents need to be named appropriately to reflect the type of document that is being submitted. The document title should also include the year (e.g. CMPA 2017, CV 2017, ATLS 2017)**
  - 1 Passport sized **photo**
  - Copy of your **Degree** (MD, DMD, or other Diploma) (A clear digital picture is acceptable)
  - Copy of **Certificate** from: (A clear digital picture is acceptable)
    - Royal College of Physicians and Surgeons of Canada (FRCPC/FRCS) **OR**
    - College of Family Physicians of Canada (CCFP) **OR**
    - Equivalent specialist qualification bodies
  - Copy of **License or College Letter** from:
    - College of Physicians and Surgeons of B.C. **OR**
    - College of Oral Health Professionals of BC. **OR**
    - Other B.C. licensing bodies
  - Evidence of current Canadian Medical Protective Association (CMPA) or other **liability coverage**
  - Signed College Institutional Request for Certificate of Professional Conduct (Physicians Only - requested in the initial email from Medical Affairs)
  - Completed Declaration of Standing in Jurisdictions Outside of BC form (requested in the initial email from Medical Affairs)
  - **Certificate or Letter of Professional Conduct / Good Standing** from:
    - College of Oral Health Professionals of BC (BCCOHP) **OR** College of Physicians and Surgeons of BC **OR**
    - Other licensing bodies
  - Completed **Worksafe and Wellness - Health Status Assessment** Form (requested in the initial email from Medical Affairs)
  - **Current CV**. Ensure that your CV incorporates the following information:
    - Undergraduate education
    - MD education
    - Post graduate education
    - Work history
    - List of publications
    - Special areas of interest/competency
  - **Immigration Documents (if applicable)**
    - Work Permit
    - Confirmation of Permanent Residency Status

4. Certificate of Completion for the following required education modules:

- [Infection Prevention and Control Practices for Direct/Professional Clinical Care Providers](#)
- [Confidentiality Undertaking for VCH Medical Staff](#)
- [Safe Medication Order Writing](#)
- [Fluoroscopy Module](#) (Only If Fluoroscopy is part of your medical practice)
- [Protecting Peoples Rights – Mental Health Act Forms](#) (Required for all medical staff who admit and/or treat patients under the Mental Health Act)
- [Consent for Health Care 1: Capability and Informed Consent](#)
- [Consent for Health Care 2: Emergency or Urgent Care](#)