

**VANCOUVER COASTAL HEALTH  
APPLICATION FOR REAPPOINTMENT TO THE MEDICAL STAFF  
JULY 1, 2016 TO JUNE 30, 2017**

**INSTRUCTIONS for completing the 2016-2017 online reappointment package:**

1. The completed online reappointment form must be submitted with all pertinent documents. Make any necessary changes to the applicable sections of the form

**Please note:**

- a. **All documents MUST be uploaded / attached to your online reappointment form. They cannot be submitted via fax or mail.**
  - b. **Documents need to be named appropriately and should include the year (e.g. CPSBC License 2016, CMPA 2016)**
  - c. **Declaration section of the form:** If you are selecting “Yes” as an answer for any of the questions in the Declaration, only enter “Yes” on the explanation pop-up page and schedule a time to meet with your Dept/Div Head or Medical Director to discuss further.
2. Complete the Privileging Dictionary that has been included in your list of documents for reappointment.  
  
The privileging dictionaries are the new provincial standard being introduced across all BC Health Authorities. They include diagnostic, procedural, and non-procedural disciplines for practitioners. Additional details on the Provincial Privileging Dictionaries are available at: <http://bcmqi.ca/privileging-dictionaries/details/>
  3. Attach a copy of your 2016 license (pocket card or Annual Certificate) from the BC College of Physicians and Surgeons or BC College of Dental Surgeons
    - a. Please DO NOT submit a copy of your Credit Card statement showing payment of annual dues or your application form for license renewal.
    - b. We can accept a receipt from the college noting your annual dues have been paid for 2016 until you receive your pocket card/Annual Certificate. Once you receive the pocket card/ Certificate please submit it to Medical Affairs
  4. Copy of your “Maintenance of Competence” credits or Continuing Medical Education activities since your last reappointment.

5. Certificates of Completion for Education Modules. For the 2016/2017 accreditation year, VCH is asking all medical staff to complete the following modules:

- Infection Prevention & Control
- Confidentiality Undertaking

**Course Catalogue Registration System (CCRS) website:** <https://ccrs.vch.ca/>

- **Returning Users:** Login with your username and password. If you have not accessed your account for some time, your password may have expired. Click on “Forget your password?” or email [learnwithus@vch.ca](mailto:learnwithus@vch.ca) for assistance.
- **Certificate of Completion – Test results** are automatically recorded into your CCRS user history. Grade requirements must be met before a certificate can be issued. Return to the homepage, click on the “Certificate of Completion” link. Your certificate will be emailed to you as an attachment. You can also print or save the certificate from this link. If you do not receive your certificate, contact [learnwithus@vch.ca](mailto:learnwithus@vch.ca) for assistance.

**Education Modules and Estimated Time for Completion:**

- [Infection Prevention and Control](https://ccrs.vch.ca/catalog.aspx?cid=516), (60 minutes) <https://ccrs.vch.ca/catalog.aspx?cid=516>
- [Confidentiality Undertaking for VCH Medical Staff](https://ccrs.vch.ca/Catalog.aspx?cid=3325) (15 minutes) <https://ccrs.vch.ca/Catalog.aspx?cid=3325>

6. If you are a member of the Department of Dentistry, provide a copy of your CDSPI or equivalent insurance coverage for 2016-17.
7. If you are a Registered Midwife, provide a copy of your Midwife Protection Plan for 2016-17.