

PHC Medical Staff Search and Recruitment Process

1. Identifying a Vacancy

PHC Division/Department Heads identify all vacancies, work with UBC Division/Department, as per PHC rules. Leader initiates Recruitment Checklist.



Physician Recruitment Checklist

2. Notification of a Vacancy

Division Head notifies Department Head of vacancy requirements.



Physician Leadership Recruitment Process.

3. Completion of PIA

Complete Physician Impact Analysis (PIA) Forms before job offer can be made to successful applicant.

4. Posting a Vacancy

Consult with Medical Affairs to post vacancy on HealthMatch BC and PHC Medical Staff website.

8. Notification of Candidates

After approval from involved Department/Division, Selection Committee Chair will notify the successful candidate and make a verbal offer.

7. Interview Results

Selection Committee Chair reports back to involved Department Head with results of interview and reference checks for approval. Approval process must be completed within four (4) weeks.

6. Reference Checks

Preferred Candidate (s) will be asked to provide three (3) references, written then verified verbally, by Chair of Selection Committee.



Physician Recruitment Reference

5. Interview Process

Department or Division Head will identify Selection Committee Chair and members. Selection Committee to review applications and create a short-list of candidates to be interviewed



Physician Recruitment Selection



Physician Recruitment Interview