

Checklist for Clinical Fellow Re-Appointments

Name: _____

Individual Responsible	Tasks	Timeline
Division Administrator/ HR Assistant	<ul style="list-style-type: none"> <input type="checkbox"/> Divisions must keep track of all Clinical Fellow appointment end dates, and three months prior to the appointment end date, HR Assistant sends Re-appointment Form to the Supervisor indicating whether the following documents need to be extended: <ul style="list-style-type: none"> <input type="checkbox"/> Application for Approval of Clinical Fellow Appointment <input type="checkbox"/> CPSBC License <input type="checkbox"/> Offer Letter <input type="checkbox"/> Work Permit /SIN (if applicable) 	
Supervisor/ Division Administrator	<ul style="list-style-type: none"> <input type="checkbox"/> Principal Investigator/Supervisor agrees to extend Clinical Fellow's appointment. <input type="checkbox"/> Completes signs and returns the re-appointment form to HR Assistant along with necessary documents below. Confirms the start and end date of the re-appointment and a funding source for the re-appointment. <ul style="list-style-type: none"> <input type="checkbox"/> Application for Approval of Clinical Fellow Appointment (please refer to the appointment checklist). <input type="checkbox"/> Extended CPSBC License (please refer to the appointment checklist) <input type="checkbox"/> Signed Offer Letter/Re-appointment Letter (Soft Copy in MSWord format) <input type="checkbox"/> Work Permit /SIN (if applicable) 	4-6 weeks for the extension of the necessary document-tations
HR Assistant	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate funding approval with Department Finance. <input type="checkbox"/> Confirms dates of appointment. <input type="checkbox"/> Ensures the re-appointment letter is printed on DoM letterhead, signed by the Department Head and the Clinical Fellow. <input type="checkbox"/> Prepares FAF and sends it to the Dean's Office for approval. <input type="checkbox"/> Ensures the re-appointment is processed on HRMS in a timely manner. 	1-2 weeks
Division Administrator	<ul style="list-style-type: none"> <input type="checkbox"/> Sends extension work permit, CPSBC license, and UBC re-appointment approval to continue MSP billing # as active. 	