



Health Authority Recruitment Process for a New Position

1. A medical staff specific or specialist vacancy is identified (by Department Head, site lead, Director, etc).
2. Chief of Staff, Department Head, Health Service Administrator and Business Support meet to start a Medical Staff **Impact Analysis**.
3. Executive Director, Executive Medical Director, and VP of Medicine review and provide approval.
4. Site Medical Administrative Assistant submits a **Position Control Number** request to “open” the position. Position added to the **Medical Staff Resource Plan**.
5. Recruiter notified of need to fill vacancy. Recruiter leads marketing strategy.
6. Preferred candidate identified. Recruiter completes an **Offer Letter** request.
7. Medical Administrative Coordinator completes Offer Letter, obtains approval from Executive Medical Director, and sends to candidate.
8. Credentialing & Privileging department sends application for appointment to candidate.
9. Completed application reviewed, references checked. Recommendation for privileges forwarded through Medical Advisory structure for final approval by Health Authority Board.
10. New Medical Staff Member granted privileges and commences work.