



CHEO APPLICATION FOR REAPPOINTMENT TO THE MEDICAL STAFF

2019/2020 Actions due by NOVEMBER 2nd.

Instructions:

1. Please download the form to your computer. You will fill in the information on the copy that you save to your computer.
2. Ensure you have the email that came from the medical staff office, which contains your current reappointment details. If you have any changes, you may make these on page 7.
3. We have included in the email the home address and phone numbers that we have in our HR system as well as Emergency contact information. On page 7 of the reappointment form you can provide updated information if necessary.
4. The form is to be completed electronically, and once completed, you will send it by email to the specified administrative professional in your area.
5. Payments must be submitted electronically at the below link. Other methods of payment will not be accepted this year. <http://www.cheo.on.ca/MedicalStaffDues/en/>
6. You will need to attach record of your mandatory training report. You can do this from the left side of the ODL training page (below)

Mandatory Training can be completed at this link:

<https://learningcentre.cheo.on.ca/MainCampus/>

7. The administrative professional in your area will book an appointment for you to review your form and to sign off with your divisional or departmental chief.
8. **November 2nd 2018** is the deadline to complete your form, pay your fee, schedule your meeting and complete your mandatory training. To avoid the \$180 late charge please pay by **November 2nd, 2018**.