

## Instructions for completing Position Request Form

All positions must be submitted by the Chair / Chief.

### **Rationale:**

Please provide clinical, academic and research information to support the need for this position. This information may include clinical volumes, on-call coverage issues, waiting lists, referral base, teaching requirements, research focus and alignment with the strategic direction of the organization, etc.

### **Choosing a Proxy:**

It is important to choose a physician who best reflects the clinical workload of the incoming physician. In some cases the physician who is leaving may not be the appropriate proxy (e.g. retiring physician who has scaled down practice, different workload distribution, different specialty or research focus).

In some cases it may be necessary to combine the practices of 2 or more physicians to obtain a more accurate assessment of the impact of the incoming physician. If this is the case please give the names with a percentage breakdown – totaling 100%.

### **Physical Resources:**

If an office / space has been delegated please include room # and location. The appropriate people should be consulted to determine if the resources are available prior to submitting the request.

Type of resource	Suggested contact:	
	LHSC	SJHC
Office space	Janice Quait (58318)	Toni Khouri (42118, 61950)
OR Time	Sherri Lawson (75683)	Pat Pocock (65707)
Clinic Time / Location	Department representative	Department representative
Research	Susan Reiber (34940)	
Other		

**Candidate information** – if you have a candidate, please identify his or her start date in here, if you have not identified a candidate please indicate the date that you anticipate having someone in the position.

If you have any questions please contact Terri-Lynn Cook in Medical Affairs ext. 75115, email: [terrilynn.cook@lhsc.on.ca](mailto:terrilynn.cook@lhsc.on.ca)