

THE RECRUITMENT OF FOREIGN-TRAINED PHYSICIANS

Step 1 - MINISTRY OF HEALTH

The Health Authority (Health Region, Community, Physician, Clinic, Hospital etc.) obtains written verification of "need" from the Ministry of Health prior to advertising for the position. The request for verification of need may include the following information:

- Manpower plan for the community
- Name of facility and type of position being recruited (i.e. specialty/subspecialty)
- Hours of work, work arrangement, on-call requirements
- Full/part time position (Human Resources Development Canada will not confirm a part time position)
- Permanent/temporary position
- Short/long term locum (dates)
- Any conditions attached to the position
- Payment remuneration (fee for service, Alternative Payment, salaried or sessional).
- If a replacement, name of physician that previously filled the position

A letter from the Health Authority must be included with the request.

Contact: Barb Bracewell, Division Project Coordinator
Health Human Resources Planning Branch
Tel: (250) 952-2300 Fax: (250) 952-2799
E-mail: Barb.Bracewell@gems7.gov.bc.ca

Step 2 - ADVERTISING

In order to consider foreign applicants, HRDC requires that the health authority must advertise, as a minimum, in one of the following:

- Health Match BC web site - www.healthmatchbc.org

If not eligible for recruiting assistance through Health Match BC:

- The Canadian Medical Association Journal
- The BC Medical Journal
- Other Canadian specialty medical journals
- Proof of advertisement within the previous 18 months is required.

Step 3 - COLLEGE OF PHYSICIANS AND SURGEONS OF BRITISH COLUMBIA

To practice medicine in British Columbia physicians must be licensed or be eligible for licensure by the College of Physicians and Surgeons of British Columbia. If the successful candidate is a foreign-trained physician, the Health Authority must obtain written verification from the College that the physician meets the requirements for either full or temporary registration. Foreign-trained Physicians may not meet the College of Physicians and Surgeons of British Columbia requirements for full registration and may only be authorized by the College to work on a temporary license, in an under serviced area of need, for a specific period of time. If a foreign-

THE RECRUITMENT OF FOREIGN-TRAINED PHYSICIANS

trained physician meets the requirements of the Health Authority, the Health Authority will be required to sponsor the physician by making a formal request to the College.

When preparing a request to the College the following information should be included:

- A copy of the candidate's CV
- Written verification of "need" from the Ministry of Health
- Suitability of the candidate and a specific request for their registration
- Identify Sponsor and Supervisor

Contact: The College of Physicians and Surgeons of British Columbia at:
TEL (604) 733-7758 or FAX (604) 733-3503

Step 4 - HUMAN RESOURCES DEVELOPMENT CANADA (HRDC)

A. Initial Application for Temporary Employment Confirmation

The initial request for Temporary Employment Confirmation package should include the following:

- A letter from the Ministry of Health verifying "need".
- A letter from The College of Physicians and Surgeons of British Columbia, which states that the foreign-trained physician, meets the requirements for temporary registration and the specific location of practice.
- A completed Foreign Worker Recruitment application form. (This can be obtained by calling (604) 687-7803 in the Vancouver area or 1-888-246-7712 from anywhere else in the BC / Yukon Region). Application forms are also available on the HRDC website at:
<http://www.hrdc-drhc.gc.ca/hrib/lmd-dmt/fw-te/common/forms/emp5239e.pdf>
(Please note that the Arranged Employment Application for Skilled Workers does not apply to this situation.)
- Proof of efforts to recruit Canadian citizens and permanent residents for the position. A copy of advertisement or letter from Health Match should be attached. (Please see advertisement requirements Step 2).
- A letter of offer of employment to the foreign-trained physician, on company letterhead, signed by the person responsible for hiring employees. The letter must state that the offer of employment is temporary only and subject to extension at the end of the first year of employment.
- It may take HRDC up to 15 working days to assess the application.

Should the application be approved, HRDC will send verification that a one year Temporary Employment Confirmation has been approved. The approval of a Temporary Employment Confirmation allows the foreign-trained physician to apply for a Work Permit at a Canadian visa office overseas.

Information on the Canadian Visa offices overseas is contained on the Citizenship and Immigration Canada web site at <http://www.cic.gc.ca/>. When on the web site, click on "applications". As well, information and application forms can be obtained through Citizenship and Immigration Canada call centres. In the Vancouver area,

THE RECRUITMENT OF FOREIGN-TRAINED PHYSICIANS

please call: (604) 666-2171. From anywhere else in Canada please call: 1-888-242-2100.

B. Extending an existing Temporary Employment Confirmation

Subsequent requests for extending an existing Temporary Employment Confirmation should include:

- A completed Temporary Foreign Worker application form. (See “A.” above for information on how to obtain the application form).
- A letter from the College of Physicians and Surgeons of British Columbia that states the foreign-trained physician meets the requirements for an extension of the temporary registration.
- There is no need to re-advertise the position or obtain another letter from the Ministry of Health confirming “need”.
- It may take up to 15 working days for HRDC to assess the application.

Should the application be approved, HRDC will send verification that a Temporary Employment Confirmation has been approved. The approval of a Temporary Employment Confirmation allows the foreign worker to apply for a Work Permit from the Citizenship and Immigration Case Processing Centre in Vegreville, Alberta. Please refer to the aforementioned Citizenship and Immigration Canada web site or call Centre for application forms and further information.

Temporary Employment Confirmation extensions will be issued for a three year period. The resulting three-year work permit should allow the foreign-trained physician to meet all of the requirements of the College of Physicians and Surgeons of B.C. for full registration (see Rule 75, Rules made Under the Medical Practitioner’s Act).

This work permit is not valid for permanent resident status unless it is accompanied by a letter from the College of Physicians and Surgeons of British Columbia indicating that the physician has passed the Evaluating Examination of the Medical Council of Canada.

If a new employer is requesting confirmation for a foreign-trained physician already working in other parts of Canada or BC, the new employer must follow all requirements as stated in steps #1 to #4. Extensions can only be considered when there is no change in employer.

C. Applying for Permanent Resident Status

An application for permanent resident status to the Canadian Consulate General in Buffalo, New York should include:

- A letter from the College of Physicians and Surgeons of British Columbia that states the foreign-trained physician has passed the Evaluating Examination of the Medical Council of Canada.

THE RECRUITMENT OF FOREIGN-TRAINED PHYSICIANS

- A work permit that is valid for 12 months from the date of application for permanent resident status. (HRDC no longer issues permanent employment confirmations.)

Normally, foreign-trained physicians working in Canada on a work permit apply for permanent resident status at the Canadian Consulate General in Buffalo, New York. Please refer to the aforementioned Citizenship and Immigration Canada web site or Call Centre for further information.

D. Applying for an Arranged Employment Opinion

As of June 28, 2003, with the implementation of the Immigrant and Refugee protection Act, HRDC is able to confirm Arranged Employment Opinions for foreign-trained physicians.

Arranged Employment Opinion

As part of the permanent resident application process, HRDC provides an opinion on the genuineness of an offer of permanent employment made by an employer to a foreign-trained physician, when the foreign-trained physician will not be working in Canada before receiving a permanent resident visa. The opinion is based on whether:

1. The offer of employment is genuine.
2. The wages and working conditions of the employment would be sufficient to attract and retain Canadians.
3. The employment is full time and not seasonal.

It is possible to apply for an Arranged Employment Opinion if you are an employer who has made an offer of permanent employment to a foreign trained physician and:

1. the position offered is full time;
2. the foreign-trained physician does not intend to work in Canada until his/ her application for permanent residence is approved and he/she is issued a permanent resident visa and
3. the foreign trained physician has been offered **Full Licensure** by the College of Physicians and Surgeons of British Columbia (pending obtaining permanent resident status).

The application for An Arranged Employment Opinion may be found at:
<http://www.hrdc-drhc.gc.ca/hrib/lmd-dmt/fw-te/common/forms/emp5275e.pdf>

Please ensure the following documents are attached to the Arranged Employment application:

1. The offer of permanent employment to the foreign-trained physician, on company letterhead, signed by the person responsible for hiring employees. The letter must state the length of time the offer of employment is open, the title of the position that is offered and the salary to be paid to the prospective employee.

THE RECRUITMENT OF FOREIGN-TRAINED PHYSICIANS

2. Copies of remittance forms issued by CCRA itemizing source deductions for the previous 12 months (form number PD7A).
3. Evidence that the business has been in operation for more than one year. This can be shown by submitting any one of the following documents: business license spanning more than 12 months; CCRA T4 Summary of Deductions for the previous year; commercial lease agreement for the business location.
4. The employer of the foreign-trained physician must provide HRDC with a letter from the College of Physicians and Surgeons of British Columbia that states the foreign-trained physician has met the requirements for **Full Licensure** pending obtaining permanent resident status). (See above "C". Applying for Permanent Resident Status")

Employers will be advised in writing of HRDC's opinion.

(Revised April 2, 2005)