

ADMINISTRATIVE MANUAL

Policy and Procedure

TITLE:	Scientific/Affiliated Appointments	NUMBER:	NSHA-AD-AO-005
Sponsor:	Senior Director, Interprofessional Practice	Page:	1 of 8
Approved by:	ELT	Approval Date:	July 17, 2017
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Applies To:	All NSHA Staff		

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PREAMBLE

The academic mandate of Nova Scotia Health Authority (NSHA) is supported by strong partnerships with universities and colleges. NSHA values professional education, research and innovation as a way to enhance the quality of care, competency of providers and improve patient and population health outcomes. Scientific and Affiliated appointments are an enabler to creating strong partnerships between academia and practice.

POLICY STATEMENTS

1. NSHA will have processes in place to ensure scientific/affiliated appointments are made and managed in a clear, transparent and responsible manner.
2. Scientific/affiliated appointments at the NSHA are:
 - 2.1. Available to persons with an academic appointment at a Nova Scotia university that has an affiliation agreement with the NSHA.
 - 2.2. Available in one of the following 3 categories (refer to Appendix A – Definitions):
 - 2.2.1. Research
 - 2.2.2. Scholarship
 - 2.2.3. Collaborative Initiatives
 - 2.3. Only to be granted following the process as outlined in this Policy and Procedure document.
 - 2.4. Only granted where the individual would not otherwise qualify for appointment under Bylaws.
 - 2.5. Any potential conflict of interest affecting the goals or outcomes of the appointment or relationship between the parties must be identified and actions taken to mitigate the conflict.
3. All requests for affiliated appointments will be vetted through the Scientific/Affiliated Appointments Committee at the NSHA.
4. Those granted affiliated appointments are not employees of the NSHA, and therefore are not entitled to received compensation, benefits, and travel reimbursement, parking privileges, or dedicated space/equipment from the NSHA.
5. For the purposes of the affiliated appointment the appointee reports to the Departmental Director/Physician Co-lead and is accountable to the office of the Senior Director Interprofessional Practice and Learning- NSHA
6. The Scientific/Affiliated Appointee agrees to comply with all policies and procedures of the NSHA.
7. Matters pertaining to ownership of intellectual property that arise as a result of the Scientific/Affiliated Appointment relationship must be negotiated with the NSHA Departmental Director/Physician/Co-lead.

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8. Should an appointee leave the position at their University, the affiliated appointment immediately becomes null and void.
9. Should an appointee not comply with the terms and conditions as outlined in this policy and the appointment letter, NSHA reserves the right to suspend or terminate the appointment and notify their University and/or the appointee's regulatory body if warranted.

GUIDING PRINCIPLES AND VALUES

1. Appointments are consistent with the strategic/program priorities of NSHA.
2. Appointments are mutually beneficial.
3. Benefits of scientific/affiliated appointments include:
 - 3.1. A platform for networking with colleagues in the areas of research, teaching, education scholarship, education leadership and faculty development;
 - 3.2. Mentoring, career development and the opportunity to enhance skills relating to research, teaching and learning through participation in NSHA programs and access to educational resources;
 - 3.3. May be eligible to apply for internal research funding opportunities.
 - 3.4. Enhancing identity and recognition both locally and internationally;
 - 3.5. Invitations to attend all NSHA sponsored events as well as special members-only events;
 - 3.6. Ongoing members' needs assessment and programs to support organizational priorities.

PROCEDURE

1. Application Submission
 - 1.1. Submit applications electronically at any time to the Senior Director Interprofessional Practice and learning.
 - 1.2. Include in the application:
 - 1.2.1. A letter of interest including the objectives of the appointment and current CV;
 - 1.2.2. A letter of support from the Dean of the respective faculty;
 - 1.2.3. A letter of support from the respective NSHA Departmental Director and Physician Co-lead as appropriate;
 - 1.2.4. Preplacement Screening (Refer to applicable DHA policies regarding preplacement immunization);
 - 1.2.5. Criminal Records Check and Vulnerable Sectors Search (Refer to applicable NSHA policies regarding Criminal Records Checks);

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- 1.2.6. Child Abuse Registry Check;
 - 1.2.7. Confirmation of Liability Coverage;
 - 1.2.8. Proof of Credentialing/Licensure (Refer to applicable NSHA policies regarding Proof of Credentialing/Licensure);
 - 1.2.9. A completed application form.
2. Application Processing
 - 2.1. The respective Affiliated/Scientific Appointments Committee reviews the application. Normally the Committee meets quarterly: January, May, and September.
 - 2.2. The respective Affiliated/Scientific Appointments Committee makes recommendations on appointments to the President and CEO NSHA through the Integrated Vice President of Research and Innovation/Vice President People and Organizational Development.
 - 2.3. Appointments will be granted for a period of up to 3 years.
 3. Application Acceptance
 - 3.1. Upon accepting an offer of a scientific/affiliated appointment, the Appointee agrees to comply with the terms as outlined in this policy and procedure.
 4. Annual Review
 - 4.1. An annual report is prepared by the appointee and the Departmental Director/Physician Co-Lead as appropriate.
 - 4.2. The report reviews and revises goals and objectives, accomplishments and outcomes of the appointment. (Refer to [Appendix B](#) report template).
 - 4.3. The appointee submits the annual report to Senior Director Interprofessional Practice and Learning.
 5. Re-Appointment
 - 5.1. Three months prior to the appointment term end, electronically submit a written request signed off by the Joint appointee, and NSHA Departmental Director/Physician Co-Lead as appropriate to Senior Director Interprofessional Practice and learning – NSHA.
 - 5.2. The reappointment request submission includes:
 - 5.2.1. a summary of the accomplishments of the current appointment and the objectives of a continued appointment;
 - 5.2.2. a letter of support from the Departmental Director and Physician Co-Lead as appropriate; and
 - 5.2.3. A letter of support from the Dean of the respective faculty.

REFERENCES

Legislative Acts/References

Other

Policy and Procedure Regarding Appointments to the Li Ka Shing Knowledge Institute;
Document Number 0410, August 8, 2013; St Michaels Hospital.

RELATED DOCUMENTS

Policies

Applicable NSHA policies related to:

- Criminal Records Checks
- Preplacement Immunization Requirements
- Proof of Credentialing/Licensure

Forms

Brochures

Appendices

Appendix A - Definitions

Appendix B - Template - Annual Report

[Replacing the Following District Health Authority Policies/Version History](#)

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APPENDIX A – Definitions

Scientific/Affiliated Appointment:	<p>Applies to an individual who has an academic appointment to a Nova Scotia University that has an affiliation agreement with NSHA and falls into one or more of the following categories:</p> <ul style="list-style-type: none">• Research Appointee• Scholarship Appointee• Collaborative Initiatives Appointee
Academic Appointment:	<p>An Individual who holds one of the following ranks:</p> <ul style="list-style-type: none">• Lecturer• Assistant Professor• Associate Professor• Professor
Research Appointee:	<p>An individual who has demonstrated accomplishment in an area of research that is publically accessible, peer reviewed and provides a platform upon which others can build.</p>
Scholarship Appointee:	<p>An individual:</p> <ul style="list-style-type: none">• Who has a leadership role in directing or coordinating education at an organizational or system level• Whose activity has a significant impact on education/practice development at NSHA or their academic institution <p>This category includes educators with roles in knowledge application and delivery, curriculum planning, program development, program evaluation, simulation, innovation and/or faculty development.</p>
Collaborative Initiatives Appointee:	<p>An individual who contributes to initiatives that close the education/practice gap and/or who leads or participates in projects related to enhancing practice based scholarship, student learning, advancing patient care and/or meeting the Health Human Resources (HHR) needs of the system.</p>

APPENDIX B – Annual Report Template



SCIENTIFIC AND AFFILIATE PLACEMENT APPOINTMENT – ANNUAL REVIEW REPORT

APPOINTMENT DETAILS

Please outline goals, objectives and / or outcomes related to the appointment.

Name:	
NSHA Sponsor:	
Goals:	
Objectives:	
Accomplishments:	
Outcomes:	

REVISIONS / CHANGES

Please outline all revisions / changes to goals, objectives and / or outcomes for the next fiscal year below.

Goals:	
Objectives:	
Accomplishments:	
Outcomes:	

SIGNATURES REQUIRED (PLEASE PRINT CLEARLY)

Joint Appointee _____

Departmental Director / Physician Co-Lead _____

Date: _____

NOTE - Submit to Mary Ellen Gurnham, Senior Director, Interprofessional Practice & Learning at MaryEllen.Gurnham@nshealth.ca (902-473-7937)

District Health Authority Policies Being Replaced

Version History

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
January, 2016 New - NSHA and IWK	January 19, 2016 - correction of typo in appendix (listed scholarship appointees twice and omitted collaborative initiatives appointees)
	2017-07-20 Addition of appendices; separated from IWK policy; policy now addresses conflict of interest; change to approval process; addition of preamble