

ABSENCE FROM CLINICAL PRACTICE Calgary Zone Request/Notification Form

Personal information that you provide on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and is governed by the Health Information Act of Alberta. The information is collected and used for the purposes of identifying and regulating medical staff at Alberta Health Services and for managing the health system (s. 27). The information will only be disclosed to other agencies or for other purposes with the applicant's consent or to a health professional body for the purposes of investigation, discipline, practice review, or inspection of the medical staff member or in accordance with other legislation (s. 37).

PRACTITIONER INFORMATION

Practitioner Signature	Last Name	Given Names
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Please refer to Section 4.15 "Absence from Clinical Practice in Sites of Clinical Activity" of the *AHS Medical Staff Rules*.

While physicians are required to report changes in physical or mental health that affect their performance to the CPSA's Physician Health Monitoring Program, separate notice to the ZMD should be provided per Section 3.4.4.2 of the *AHS Medical Staff Rules*.

Clinical Departments may have additional requirements regarding absences from clinical practice (e.g. may require approval of your Section Chief).

Practitioners are Providers in Clinibase and must either assign a designate or transfer patient care to avoid results going unverified.

SHORT-TERM ABSENCES (UP TO 42 DAYS)

Absences from clinical practice greater than 96 hours must be reported and require formal transfer of responsibility. Absences less than 96 hours (4 days) may be reported as a courtesy with coverage provided through the on-call schedule or alternative arrangements.

- The Practitioner is responsible for notifying the Zone Clinical Department Head(s) and Facility or Community Medical Director(s).
- Please also report short-term absences from clinical practice by emailing CAL.MedicalStaffOffice@ahs.ca. Include the Practitioner's name, department, location, start and end dates of the absence, and coverage details (e.g. on call roster).
- Clinibase users should assign a delegate within the system if they are not following up their own charts.

LONG-TERM ABSENCES (GREATER THAN 42 DAYS)

Absences greater than 42 consecutive days must be submitted on this form to the Zone Clinical Department Head(s) for recommendation of approval or denial by the Zone Medical Director. Approval is based on the reason(s) for the request, responsibilities of the Practitioner, workforce needs, and any other relevant information.

Modified duties and changes to FTE (e.g. moving from full-time to casual/part-time clinical practice) where the Practitioner continues working periodic, clinical shifts are managed within the Clinical Department and may not constitute an absence from clinical practice if licensure and professional liability protection are maintained. To maintain access for research contact Research.Administration@ahs.ca.

First Day of Absence	Last Day of Absence	<input type="checkbox"/> Modify Previously Reported Absence Originally from _____ to _____
Reason for Absence	Transfer of Care (must identify covering Practitioners, clinical locations, and clinic contacts)	

Provider accounts in Clinibase are deactivated during long-term absences. To avoid results going unverified, please be specific with the Transfer of Care noted above. Practitioners should follow-up with their clinics to clarify the absence and transfer protocols.

Appointment Category <input type="checkbox"/> Active <input type="checkbox"/> Locum Tenens <input type="checkbox"/> Probationary <input type="checkbox"/> Community	Appointment End Date (if applicable)
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Zone	Department and Section(s)	Section Chief Approval Initials	Department Head Approval Initials
	PRIMARY:		
	Supplementary:		

Please forward to each Department identified. If approval is required (absences >42 days), it can be obtained in writing or via email.

RETURNING TO WORK

Prior to returning, please notify each applicable Zone Clinical Department and Medical Staff Office. Access to systems including Netcare may need to be reinstated. For help navigating clinical access, please contact CAL.MedicalStaffOffice@ahs.ca.

If an Annual Information Verification & Attestation had been missed during the absence, the MSO will be providing it; please use it as an opportunity to update your information and privileges, and attest to any functional limitations.

It's important to discuss any limitations placed on your practice through the Physician Health Monitoring Program with your Department prior to returning.

PLEASE SUBMIT THE COMPLETED FORM TO THE RELEVANT ZONE CLINICAL DEPARTMENT(S) FOR REVIEW
Absences greater than 42 days require formal approval by the Zone Medical Director(s)

North Zone Medical Staff Office

FORT MCMURRAY 7 Hospital Street Fort McMurray, AB T9H 1P2 Fax: 780-788-1744	GRANDE PRARIE 10409 – 98 Street Grande Prairie, AB T8V 2E8 Fax: 780-538-7277	NZ.Privileging@ahs.ca
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Edmonton Zone Medical Staff Office

Medical Affairs, Edmonton Zone 5th Floor Seventh Street Plaza 100 107 Street Edmonton, AB T5J 3E4 Fax: 780-735-0756 Toll-Free Fax: 1-855-776-3810	EDM.Medicalaffairs@ahs.ca
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Central Zone Medical Staff Office

Medical Affairs, Central Zone 43 Michener Bend P.O. Bag 5030 Red Deer, Alberta T4N 6R2 Fax: 403-309-2809	Lori Brown Appointing & Privileging Specialist Phone: 403-357-5187 Lori.brown5@ahs.ca Isabel Green Appointing & Privileging Assistant Phone: 403-309-2886 isabel.green@ahs.ca
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Calgary Zone Medical Staff Office

Medical Affairs, Calgary Zone 5th Floor, 10301 Southport Lane SW Calgary, AB T2W 1S7	CAL.MedicalStaffOffice@ahs.ca
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South Zone Medical Staff Office

LETHBRIDGE Chinook Regional Hospital 960 – 19 Street South Lethbridge, AB T1J 1W5 Phone: 403-388-6135 403-388-6552 Fax: 403-388-6708	MEDICINE HAT Medicine Hat Regional Hospital 666 – 5th Street Medicine Hat, AB T1A 4H6 Phone: 403-529-8024 403-528-8124 Fax: 403-529-8998	SZ.Medicalaffairs@ahs.ca
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Covenant Health Medical Affairs Office

Meaghan.Schram@covenanthealth.ca Edmonton Zone – Anesthesia, Child Health, Surgery, and Women's Health South Zone	Meaghan.Schram@covenanthealth.ca Edmonton Zone – Family Medicine, Geriatrics, Palliative Medicine, Additions & Mental Health, and Emergency Medicine Central Zone
Leslie.Pelletier@covenanthealth.ca Edmonton Zone – Medicine, Cardiac Sciences (CCU), Critical Care (ICU) & Non-Appointed – Ezone.	Linette.Morton-Banks@covenanthealth.ca North Zone Edmonton Zone – Addiction & Mental Health, Child Health, Diagnostic Imaging, Emergency & Laboratory Medicine Calgary Zone

Please Note: Requests may need to be submitted separately to each office as well as Covenant Health and the Faculty of Medicine (University of Alberta or University of Calgary).