

Thank you for your interest in working at Providence Health Care. Below are the instructions for the online application process using the web-based program AppCentral.

## ESTABLISHING YOUR ONLINE APPCENTRAL ACCOUNT

If you are new to BC or have not previously created an AppCentral account through another Health Authority in BC, you will need to create an **AppCentral ID “username”** (such as your email address, for example) and **password**. Save this for future reference.

1. Note your unique **Credentialing & Privileging (CACTUS) CP ID** (not to be confused with your AppCentral ID “username”) which is required to verify yourself along with your date of birth.
2. **Second email:** Another email will be sent from **noreply@bcmqi.ca**. This email contains a link inviting you to access the online Provincial Practitioner Credentialing and Privileging System, AppCentral. **You may have to WAIT up to 30 minutes after receiving the invitation email for all required documents to upload to your AppCentral account.** Check your junk mail folder if you cannot find the email invitation in your inbox.



If you have already used AppCentral at another Health Authority, you must use your **existing AppCentral ID and password**.

## UPLOAD THE REQUIRED ATTACHMENTS

Once you’ve logged into AppCentral and are in the Application form, it is recommended that you **UPLOAD** the required attachments **first** ↻

Have the following scanned PDF copies ready to upload:

 **Size limit: 4 MB per PDF document**

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| 1. <b>Current Registration with the College of Physicians &amp; Surgeons of BC</b> | Copy of certificate<br><b>NOTE:</b> This is only required if you do not have a full license.                                   |
| 2. <b>Education Certificates</b>   | Undergraduate, Postgraduate, MD, Royal College Specialist or equivalent  |
| 3. <b>Photo</b>  | Passport size taken within the last year   |
| 4. <b>Curriculum Vitae</b>   | Including education history, work history, publications & special areas of competency/interest                                 |
| 5. <b>Institutional Request for a Certificate of Professional Conduct</b>          | This will be a print, fill and submit document within AppCentral<br><b>INCLUDE DATE YOU FAXED THIS DOCUMENT TO THE COLLEGE</b> |
| 6. <b>Impact Analysis</b>  | This will be a print, fill and submit document within AppCentral<br><b>PERMANENT STAFF ONLY</b>                                |
| 7. <b>Immigration Documents</b>  | If applicable, work permit, permanent residency status, labour market assessment   |



How you want to be treated.

## PROVIDENCE HEALTH CARE MEDICAL STAFF APPLICATION

### AFTER SUBMITTING YOUR APPLICATION PACKAGE

Contact your referees and remind them to complete and return the confidential reference forms promptly once they receive them. *(Ensure your references include the Chief of Staff, Senior Medical Director or other Medical Administrator from your current hospital or Health Authority.)*

Once your complete application is received and accepted by Medical Affairs, it takes approximately **6-8 weeks to process**. This includes return of all requested documentation, completion of courses and obtaining external documents from your Regulatory College, Malpractice Insurance provider and your references, as well as securing review and approval of privileges by Medical Leaders.

**You will receive a confirmation email from our office with an effective date once privileges are in place, and you can begin your orientation and start working.**

### PHC CONTACT INFORMATION

If you have any problems or questions, you can visit <http://bcmqi.ca/credentialing-privileging-system/> or contact **Medical Affairs** at **604.806.9262** or [credentialingcoordinator@providencehealth.bc.ca](mailto:credentialingcoordinator@providencehealth.bc.ca)