

# Provincial Medical Administration Office

## WHEN IS A REQUEST TO RECRUIT REQUIRED?

**Please note: The Request to recruit process is necessary not only to establish that there is funding/resources available but it is also used for Vacancy reporting and triggers immigration; contracting and credentialing processes.**

Type	Request to Recruit Required
Brand new position with a brand new hire	Yes always
Replacing a current position with a brand new hire	Yes always eg: Surgeon leaves and new surgeon is being hired
Brand new administrative position	Yes if new RHA monies are being used
Internal candidate taking on a current funded administrative position with no changes to remuneration for that specific position or a budget transfer is being done within Program/Department.	Not required
External candidate taking on a current funded administrative position.	Yes required if candidate will also be doing clinical work in the Region
Internal non-GFT member changing to a GFT position	Yes always*  *needed to identify benefit commitments and to obtain UofM position #
Fee for Service physicians with no RHA/ UofM \$ who are doing in-hospital work	Yes always*  *needed to ensure no resources are required
Family Medicine/Primary Care Physicians	Yes
Non-GFT Psychologists	No
GFT Psychologists	Yes
Emergency Medicine or Critical Care	No (set number of positions – no impact on resources or funding)