

## Applying for Admitting Privileges

While the Department of Midwifery oversees the work of midwives at BC Women's Hospital (BCW) and Providence Health Care, St. Paul's Hospital (SPH), the processes of applying for admitting privileges at each hospital are discrete, each with different requirements. **Please note the timelines required to process the respective applications.**

### Active Medical Staff Applicants

When privileges at either or both BC Women's and St. Paul's hospitals become available, they will be posted with instructions for the application and competition processes.

### Temporary and Locum Tenens Applicants

When a member of the department wishes to hire a locum or request Temporary privileges, she is requested to contact the department's Administrative Coordinator with the following information:

- the name and e.mail address of the locum she intends to hire;
- confirmation of which hospital privileges are required at;
- the dates locum privileges are required at either/both hospitals.

Temporary privileges can be granted under extenuating circumstances at the Department Head's discretion. In this situation, the department member requesting must provide in writing to the Department Head an explanation of the circumstances along with the above information.

### BC Women's Hospital

BCW Medical Staff Office requires up to 60 days to process a completed application package. Applicants will generally be referred to the MSO (with the exception of repeat locum requests for midwives who have recently worked in the department) and an application package will be e.mailed to the applicant.

Once the application is completed and privileges are approved, the applicant will receive confirmation via e.mail directly from the MSO. At that time, the department's Administrative Coordinator will send a request to Security & Protection Services for a BCW photo ID badge, as well as requesting a PHSA network account which is used to access hospital information online, dictation and transcription services, etc.

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**St. Paul's Hospital**

SPH requires 60 days to process a completed application package. The department's Administrative Coordinator handles these applications and liaises with SPH. Once a request for privileges is received, an application package will be e.mailed to the applicant. All documents for this application should be returned to the Administrative Coordinator at the Department of Midwifery, i.e. DO NOT send any directly to SPH (they disregard incomplete applications that are not accompanied by a letter of endorsement from the Department Head or designate).

Once SPH privileges have been approved, the Administrative Coordinator will forward confirmation via e.mail with instructions on how and where to obtain a photo ID/access card for SPH.

All applicants new to the department will receive an orientation package, and are required to meet with the Department Head or designate prior to commencing work to discuss orientation plans, hospital policies, the department's Quality Assurance and Improvement documents, Guidelines for practice, etc.