Physician TAF and WSA Process ALGORITHM

Communication of Physician clinic minimum baseline

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Community Area Director (or designate) completes the Time Adjustment Form (TAF) for each Contract and Sessional Physicians by February 1

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Physicians will be provided a TAF outlining the time not needed to be worked by February 15

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All Contract and Sessional Physicians to submit all Work Schedule Adjustment (WSA) Hours by March 15

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WSA approved or revised if needed

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Physician to receive copy of the TAF and approved WSA

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If Physician needs to alter prior approved WSA, must complete a revised WSA outlining requested change

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Senior PCA will ensure day is available based on Physician clinic minimum baseline

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(Branch left) Team Manager approves

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Contact Phone Manager (or designate) to reschedule any patients

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Team Manager Approves

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Team Manager communicates decision to Physician

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Team Manager to update Community Area Director (or designate) on changes

(Branch right) Team Manager does not approve

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Team Manager to forward to SML and Community Area Director for follow-up directly with Physician

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SML or Community Area Director communicates decision to Physician