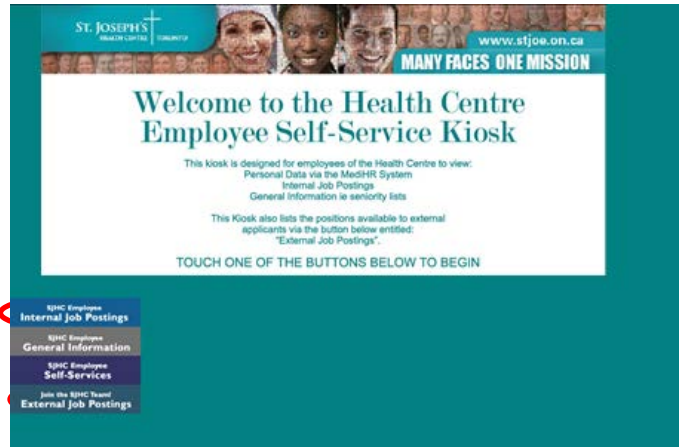


# Electronic Transfer Requests Instructions for Submitting a Transfer

Start by accessing the Internal or External job postings on SJNet or one of the kiosks in the Health Centre. Note: SJNet can be accessed from home by logging into the Staff Portal.



### Current External / Expired Internal Job Postings

The following job opportunities are currently available at St. Joseph's Health Centre. Should you wish to be considered for any of these positions, please submit an electronic transfer request form OR a paper copy of the transfer request form to the Human Resources department. Note, the **internal 7-day posting period** for these positions had passed; all applications for the positions below will be deemed late and considered accordingly.

Transfer forms are available in the Human Resources office, as well as on the intranet under: Forms - Human Resources - Transfer Request Form. **PLEASE NOTE - We will only be accepting paper copies of transfer requests until 9 months from "go live" After (Date) only electronic transfer requests will be accepted.**

Position	Job Type	Department
<a href="#">Aphasia Specialist</a>	Full Time	Occupational Health & Safety
<a href="#">Administrative Assistant Medical &amp; Academic Affairs</a>	Full Time	Medical & Academic Affairs
<a href="#">Advanced Practice Clinical Educator</a>	Full Time	Clinical Informatics
<a href="#">Assistant - Corporate Learning &amp; Organizational Development</a>	Full Time	Corporate Learning & Organizational Development
<a href="#">a_TEST</a>	TEST	TEST
<a href="#">Case Manager</a>	Full Time Temporary (Until Approximately March 31, 2015)	Assertive Community Treatment Team (ACTT)
<a href="#">Chaolain</a>	Casual	Spiritual + Religious Care
<a href="#">Cleaner</a>	Part Time	Environmental Services
<a href="#">Clinical Ethicist</a>	Full Time	Clinical Ethics
<a href="#">Crisis Worker - Part Time</a>	Part Time	Mental Health Emergency Services
<a href="#">Deputy Chief, Financial Officer</a>	Full Time Permanent	Financial Services
<a href="#">Director, Human Resources &amp; Occupational Health and Safety Services</a>	Full Time	People, Learning & Leadership
<a href="#">Finance Clerk</a>	Full Time	Finance
<a href="#">Health Care Attendant - 3M</a>	Part Time	3M

### Current Internal Job Postings

The following job opportunities are currently posted for SJHC Employees. All positions are posted for a period of seven calendar days. Should you wish to be considered for any of these positions, please submit an electronic transfer request form OR a paper copy of the transfer request form to the Human Resources department **prior to 3:45 p.m.** of application deadline date.

Transfer forms are available in the Human Resources office, as well as on the intranet under: Forms - Human Resources - Transfer Request Form. **PLEASE NOTE - We will only be accepting paper copies of transfer requests until 9 months from "go live" After (Date) only electronic transfer requests will be accepted.**

Position	Job Type	Employee Group	Department	Application Deadline
<a href="#">Advanced Practice Clinical Educator</a>	Full Time	Management	Corporate	November 18, 2014
<a href="#">Child &amp; Youth Worker</a>	2 Part Time Positions	Professional / Technical	Child Adolescent Mental Health	November 17, 2014
<a href="#">eCare Support</a>	Full Time Temporary Positions (4-8 week contracts; approximate)	Professional / Technical	eCare	October 27, 2014
<a href="#">Health Records Technician</a>	Casual	CUPE Clerical	Health Records	November 20, 2014
<a href="#">Health Records Technician</a>	Part Time	CUPE Clerical	Health Records	November 20, 2014
<a href="#">Manager, Infection Prevention &amp; Control (IPC) &amp; Medical Device</a>	Full Time	Management	Infection, Prevention & Control	November 18, 2014
<a href="#">Registered Nurse</a>	Part Time - Approximately 2-3 shifts per week	ONA	2L - Medicine	November 17, 2014
<a href="#">Registered Nurse</a>	Part Time	ONA	Cystoscopy	November 17, 2014
<a href="#">Registered Nurse - Mental Health Emergency Services Unit</a>	2 Part Time	ONA	Mental Health Emergency Services Unit (MHESU)	November 17, 2014
<a href="#">Unit Service Aide</a>	Part Time	CUPE Service	Withdrawal Management Services	November 18, 2014

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Click on the position you would like to apply for. You will be taken to the posting details screen where you will be able to view further information.

**Current Internal Job Postings**

<b>Position Title</b> Health Records Technician	<b>Union Group</b> CUPE Clerical
<b>Department</b> Health Records	<b>Vacancy Reference</b> 2014-712
<b>Job Type</b> Casual	<b>Job Reference</b> HREC/ANAL-ISHR-651
<b>Compensation</b> \$25.968 - \$28.447 per hour	<b>Hours</b>
<b>Posted</b> November 13, 2014	<b>Application Deadline</b> November 20, 2014
<b>Employment Coordinator</b> Nasha Mahamad	

**Description** Position Profile: This position is responsible for coding National Ambulatory Care Reporting System (NACRS).

**Qualifications:**

1. Graduate of a recognized Health Information Management Program.
2. Certified with Canadian College of Health Information Management and must be an active member in good standing.
3. Experience in ICD-10/CCI coding system and Case Mix Group (CMG), Resource Intensity Work (RIW) assignment methodology required.
4. Current knowledge of NACRS coding.
5. Computer proficiency in a Windows environment.
6. Familiarity with Med 2020 software and/or Meditech.
7. Strong judgement and decision making skills.
8. Excellent teamwork, interpersonal and communication skills.
9. Ability to work independently and under occasional interruptions.
10. Satisfactory attendance record.

**Application Method** If you are interested and qualified for this position, you must submit your application and transfer form to Human Resources Department on or before **November 20, 2014**.  
Please indicate vacancy number **2014-712** on all transfer forms.  
If you wish to apply for the above position you must submit a paper Transfer Request Form to Human Resources or apply through our electronic system by 3:45pm of the posted application deadline date.

HUMAN RESOURCES DEPARTMENT  
EQUAL OPPORTUNITY EMPLOYER

Email a copy of this posting to yourself

**APPLY FOR TRANSFER**

[View All Current Internal Job Opportunities](#)

If you would like to email yourself a copy of the posting to review later, enter your email address in the field above. You may use your either your St. Joe's email address, or your personal email address. Please note this **DOES NOT** submit your application for transfer. To be considered for transfer, click on the "APPLY FOR TRANSFER" button and enter all relevant information.

The process shown below is for an internal position, however, the process to apply for a position which has passed the 7-day posting period and has been posted externally is identical to that of the internal.

**Current Internal Job Postings**

<b>Position Title</b> Health Records Technician	<b>Vacancy Reference</b> 2014-712
<b>Department</b> Health Records	<b>Job Reference</b> HREC/ANAL-ISHR-651
<b>First Name</b> <input type="text"/>	<b>Employee #</b> <input type="text"/>
<b>Last Name</b> <input type="text"/>	<b>Home / Mobile</b> <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Health Centre Extension</b> <input type="text"/>	<b>Health Centre Email</b> <input type="text"/> @stjoe.on.ca <a href="#">?</a>

**Note:** If a resume is not attached, Employment History at SJHC, Prior Employment History, and Relevant Education Sections must be completed. Human Resources will not be referring to your file, or previous correspondence in their assessment of your application.

▶ **Option #1: Upload your own Resume**

▶ **Option #2: Enter your own details**

By checking this box you are confirming that:  
 A) The information provided in this transfer request (and attached resume if applicable) is true and accurate.  
 B) You understand that it is your responsibility to provide the Health Centre with all information necessary to assess your application for this position, on this form, or in an attached updated resume. Human Resources will not be referring to previous resumes submitted or documents existing on your personnel file when determining your qualifications.

I Agree

If you would like a copy of the information as you have entered it above, please print this page prior to clicking apply; HR will not be providing copies of submitted transfer requests

[View All Current Internal Job Opportunities](#)

### Steps to submit your transfer application:

1. Start by entering ALL information at the top of the form. If any fields are left blank the system will not allow you to proceed.

<b>Position Title</b> Health Records Technician	<b>Vacancy Reference</b> 2014-712
<b>Department</b> Health Records	<b>Job Reference</b> HREC/ANAL-ISHR-651
<b>First Name</b> <input type="text" value="Jane"/>	<b>Employee #</b> <input type="text" value="1001010"/>
<b>Last Name</b> <input type="text" value="Doe"/>	<b>Home / Mobile</b> <input type="text" value="416"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>
<b>Health Centre Extension</b> <input type="text" value="5555"/>	<b>Health Centre Email</b> <input type="text" value="doejan"/> @stjoe.on.ca <a href="#">?</a>

Please ensure you are entering your internal St. Joe's Email address. Personal email address will not be accepted. Only the user ID portion of the email address is required.

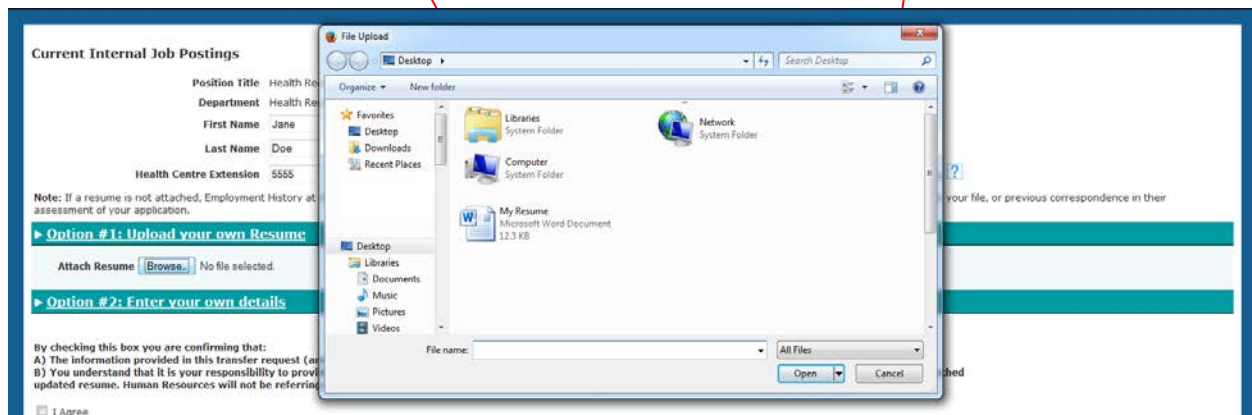
Vacancy Reference 2014-712  
Job Reference HREC/ANAL-ISHR-651  
Employee #   
Home / Mobile  -  -   
Health Centre Email  @stjoe.on.ca

#### Employment History SJHC

Only your St. Joseph's internal email address will be accepted. Please enter only the user id portion of your St. Joseph's internal email address I.e. if your email is myname@stjoe.on.ca, please only type 'myname' in the email field box. If you do not know your St. Joseph's internal email address, please contact helpdesk.

2. Next, either attach your resume or enter your details on the form:

- a. Upload your resume:
  - Click on "Option #1: Upload your own Resume."
  - The form will drop down, click "Browse"
  - Locate your file, and click on it to select, then click "Open"



- The name of the file you selected will now appear beside the "Browse" button

### ▶ Option #1: Upload your own Resume

Attach Resume  My Resume.docx

- b. Enter your own details - If you do not have a current resume, or prefer to enter the details on the form directly
  - Click on "Option #2: Enter your own details."
  - The form will drop down to reveal all required fields.
  - Throughout the form you will notice  boxes. Hold your mouse over these and further information/instructions will pop up to assist you.

► Option #2: Enter your own details

Please Complete the following sections:

EMPLOYMENT HISTORY SJHC: (start with current position) ?

Department/Area	Position Held	From	Present	To	Status
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --

Add more employment history at SJHC

OTHER EMPLOYMENT HISTORY: ?

Company/Organization	Position Held	From	Present	To	Status
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --

Add more prior employment history

RELEVANT EDUCATION/COURSES: ?

Course	Institution	Date Completed	In Progress?	Anticipated Completion Date?
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY

Add more Education/Courses

Please list any other skills or information related to this position (e.g. Volunteer activities, computer skills, filing, communication, mathematical, interpersonal, use of machines, etc.)

- Employment History at SJHC
  - Starting with your most recent position and working backward, enter all details for each position you have held at St. Joseph’s. If you are unsure of exact dates of hire or transfer, please select the first of the closest month and year.
  - For your current position, select “Present” you will not be required to enter an end date

Please Complete the following sections:

EMPLOYMENT HISTORY SJHC: (start with current position) ?

Department/Area	Position Held	From	Present	To	Status
Emergency	Registered Nurse	01 - Jan - 2014	<input checked="" type="checkbox"/>	- day - - month - - YYYY	Full Time
Emergency	Registered Nurse	01 - Apr - 2013	<input type="checkbox"/>	01 - Jan - 2014	Part Time
2L-Surgery	Registered Nurse	01 - Mar - 2009	<input type="checkbox"/>	01 - Apr - 2013	Part Time

Add more employment history at SJHC

- If you have held more than three positions and need additional lines to complete the form, click on “Add more employment history at SJHC”

- Other Employment History - This section should be used to enter any other relevant positions you currently hold, or have held in the past.
  - Starting with any current position you hold enter all details for each position. If you are unsure of exact dates of employment, please select the first of the closest month and year.

OTHER EMPLOYMENT HISTORY: ?

Company/Organization	Position Held	From	Present	To	Status
Toronto Hospital	Registered Nurse	08 - Jun - 2002	<input checked="" type="checkbox"/>	- day - - month - - YYYY	Casual
Toronto Hospital	RPN	23 - May - 1998	<input type="checkbox"/>	08 - Jun - 2002	Full Time
<input type="text"/>	<input type="text"/>	- day - - month - - YYYY	<input type="checkbox"/>	- day - - month - - YYYY	-- SELECT --

Add more prior employment history

- **Relevant Education / Courses** - This section should be used to enter any relevant education or courses you have completed or are currently enrolled in.
  - For courses you are currently enrolled in, please select **“In Progress”** You will then be required to enter an **“Anticipated Completion Date”**

RELEVANT EDUCATION/COURSES: ?

Course	Institution	Date Completed	In Progress?	Anticipated Completion Date?
BScN	UofT	31 - May - 2002	<input type="checkbox"/>	- day - - month - - YYYY
RPN Diploma	Centennial College	20 - Sep - 1996	<input type="checkbox"/>	- day - - month - - YYYY
Critical Care Certificate	George Brown	- day - - month - - YYYY	<input checked="" type="checkbox"/>	01 - Jan - 2015

- If you need to enter more education click on **“Add more Education/ Courses”**.

- Note, each line of information is required to be completed entirely, i.e. if you enter data into one field in a given line, all other fields on that line must be filled out as well.
- **Additional Information** – If you have additional information you would like to provide in order to be considered for a position, please enter it in this section. Please remember, Human resources **WILL NOT** be referring to your personnel file, or any previous documentation submitted when considering your request for transfer, all information must be included on the form or in your attached, updated resume.

Please list any other skills or information related to this position (e.g. Volunteer activities, computer skills, filing, communication, mathematical, interpersonal, use of machines, etc.)

Experience using an Electronic Medical Record

### 3. Once you are satisfied with the information you have entered, click on **“I agree”**

By checking this box you are confirming that:

A) The information provided in this transfer request (and attached resume if applicable) is true and accurate.

B) You understand that it is your responsibility to provide the Health Centre with all information necessary to assess your application for this position, on this form, or in an attached updated resume. Human Resources will not be referring to previous resumes submitted or documents existing on your personnel file when determining your qualifications.

I Agree

If you would like a copy of the information as you have entered it above, please print this page **prior to clicking apply**; HR will not be providing copies of submitted transfer requests

[<< View All Current Internal Job Opportunities](#)

- If you would like a copy of the information you are submitting, please print this page **PRIOR** to clicking **“Apply”**. HR will not be providing copies of submitted transfer requests. Once you have printed the document, please click **“Apply”**



- If you miss a required field the system will highlight this for you when you attempt to submit your transfer.

[Apply](#) [Print](#)

**Please fill in the yellow highlighted fields above. Click on either option #1 or option #2 to upload your resume OR enter details on your employment and education history.**

- Scroll up to find the highlighted field and enter the appropriate data.

RELEVANT EDUCATION/COURSES: [?](#)

Course	Institution	Date Completed	In Progress?	Anticipated Completion Date?
BScN	UofT	31 - May - 2002	<input type="checkbox"/>	- day - - month - - YYYY
RPN Diploma	Centennial College	20 - Sep - 1996	<input type="checkbox"/>	- day - - month - - YYYY
Critical Care Certificate	George Brown	- day - - month - - YYYY	<input checked="" type="checkbox"/>	- day - - month - -

[Add more Education/Courses](#)

- Once you have located and completed the missing fields, scroll back down and click “Apply” again

After clicking apply, you will be taken to the following screen:

## Current Internal Job Postings

Thank you using our electronic transfer request system, your request has been received. Please check your Health Centre email account for confirmation and any follow up regarding this position.

**If you do not receive a confirmation email, please do not reapply; contact x3177 to confirm receipt of your transfer request.**

[Return to the list of job postings.](#)

Provided you have correctly entered your St. Joseph’s Health Centre email address, you will receive an email confirmation within a few minutes of submitting your application. If you do not receive this email, please follow the instructions above.

If you would like to review and/or apply for additional positions, click “Return to the list of job postings”