

NEW Opportunity: Health Care Scheduling Course

Register now:

Advance your scheduling skills and prepare for the future!

Open to all internal and external applicants

with previous scheduling experience in healthcare, private or public sector

There is a growing demand for qualified scheduling staff in health care. This is your opportunity to enhance your scheduling skills for your current role or a new job opportunity as a scheduler within a health care environment!



Learn about

- Collective Agreements
- Scheduling Processes and Roles
- Workforce Central ESP
(Environment for Scheduling Personnel)
Computer Program

For upcoming course dates and to register:

Email or fax your resume to RSTtraining@vch.ca or 604-675-2525

Course fee: \$300 (includes GST)

Course FAQ's

Q Is this open to VCHA employees only?

A. No, we are also offering this opportunity to non-VCHA employees.

Q How do I apply for the Electronic Scheduling Course?

A. Send in your resume to RSTTraining@vch.ca, where your resume will be reviewed.

If your resume is accepted, a Critical Thinking Assessment is administered. The results of this Assessment will be reviewed.

If your results are accepted from the Critical Thinking Assessment, you will be able to register for the course.

Q. If my results from the Critical Thinking Assessment are unsatisfactory, can I retake the test?

A. No, as this is a paid for assessment, there is only one try.

Q. Am I able to retake the Critical Thinking Assessment if I offer to pay for it?

A. No, unfortunately at this time, we cannot allow a potential student to pay for the assessment.

Q. Is the training on-line?

A. No, it consists of 4 days of classroom and 4 observatory/preceptor shifts.

Q. What is the Course Schedule?

A. The course is offered approximately on a monthly basis, with approx. 5 classroom training days, and the 4 observatory/preceptor shifts:

NON-VCH Applicants:

Once you have been approved for the course, there is the Tier 1 & 2 classroom training, and we will connect you with the coordinator to arrange the 4 observatory/preceptor shifts.

VCH NON-RST Applicants:

Once you have been approved for the course, we will need an indication of which session you would like to attend, once we have the scheduled observatory/preceptor shifts, you will need to get approval for the time off from your Manager/Designate.

Q. When is the payment due?

A. Payment is due after successfully taking the Employee Engagement admission requirements test.

Q. What is included in the fee?

A. All instruction and training materials are included.

Q. If I take the training course, does this guarantee me to qualify for job posting?

A. No, you must still meet the minimum job posting requirements and must go through the competitive hiring process. (*i.e. interview, references and consideration of prior job performance*)

Q. Do I have to pass any test to complete the course?

A. Yes, a test is administered at the end of the session and the passing mark is 70%.

Q. What is the class size?

A. Maximum is 8 students in a class, at this time only 2 spots are allotted for the students outside the Regional Scheduling and Timekeeping Department.

Q. What locations are the classes offered?

A. All classes will be held at Vancouver General Hospital and practicum with our Vancouver Staffing Office.

Q. If I am VCH employee do I get paid for attending the class?

A. Approval from your current Manager to attend course is required due to operational needs and requirements. You may request to use your vacation, banked overtime, or take unpaid leave time to attend classes.

Q. What happens if I miss one of the classroom sessions?

A. There is no makeup day, you can continue with the course. If you decide not to continue, no refund will be given.

Q. Do I qualify for educational funding?

A. If you are currently HEU (FAC) member, you may be qualified for FAC education funding. Please contact your local HEU Representative.

Q. What is the Cancellation Policy?

A. Two weeks' notice must be given prior to the start of class.