

**DEEP RIVER AND DISTRICT HOSPITAL
FOUR SEASONS LODGE
NORTH RENFREW FAMILY HEALTH TEAM**

Terms of Reference: Medical Recruitment Team		
Original Date: 2019-11-09	Policy Manual: Governance	
Approved by:		
<input checked="" type="checkbox"/> Board of Directors	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Officer	<input type="checkbox"/> Human Resources Officer

Purpose

To acknowledge the importance of physician recruitment to the Hospital/Long Term Care/Primary Care, surrounding communities and physicians practicing at the organization. To plan and implement an integrated approach to recruitment and retention.

Objectives (Role of the Medical Recruitment Team)

The primary focus of this Team will be physician recruitment and retention. The group may also undertake recruitment and retention efforts for other healthcare roles.

- Support and action Medical Manpower Plan.
- Review current physician recruitment initiatives; identify strengths, opportunities and barriers to successful recruitment.
- Undertake planning, and implementation of initiatives for the attraction of new physicians and retention of physicians in the service area.
- Formulate action plans for recruitment, including numbers of physicians required.
- Review successful initiatives elsewhere in Ontario, and include collaboration with proximal communities where appropriate.
- Identify sources and solicit resources to support the recruitment activities of the organization, the community, and local physician practices.
- Facilitate recruitment efforts directly, and with recruiters.
- Educate and seek support from the Community Health Partners Group membership and their sponsoring organizations on the issues of physician recruitment in Ontario.

Responsibilities

- Responsibilities of the Chairperson
 - Conduct the business of each meeting of the Committee.
 - Report the findings of the Committee to the Board.
 - Carry out annual review of Terms of Reference.
- Responsibilities of Team Members
 - To attend meetings on a regular basis
 - To be prepared for all meetings, having read all the materials provided.
 - To accept agreed upon assigned responsibilities and support the work of the Committee.

Membership

- Admin Assistant

- Board Member (as appointed by Chair)
- President and CEO
- Mayor, Town of Deep River
- Board Chair (ex-officio)
- Chief of Staff (ex-officio)

Ad Hoc

- Chief Financial Officer
- Chief Nursing Executive
- Executive Director, FHT

Chairperson

- Board Member

Recorder

- Admin Assistant

Terms of Appointment

- Based on position

Quorum

- A majority of Members shall constitute a quorum.

Frequency of Meetings

- The group will meet a minimum of 6 times a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.

Circulation

- Minutes will be circulated to all Team members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

Reporting Relationship

- The Team reports to the Executive Committee of the Board of Directors.

Confidentiality

- In the course of Committee business, confidential information about staff and/or patients and/or residents may become known to Committee Members. Members have the responsibility to keep such information confidential.

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none"> • Governance Committee – 2019-12-04 • Board of Directors – 2019-12-18