

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

<b>Terms of Reference:</b> Medical Recruitment Team		
<b>Original Date:</b> 2019-11-09	<b>Policy Manual:</b> Governance	
<b>Approved by:</b>		
<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 (50% plus 1) entitled to vote 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	• Governance Committee – 2019-12-04 • Board of Directors – 2019-12-18