



Terms of Reference

Official Name:

Physician Recruitment & Retention Steering Committee

Purpose:

The Physician Recruitment & Retention Steering Committee was formed in 2002 to address the critical shortage of family physicians in the City of Hamilton. The economic well-being of the city is intricately linked with the health of its' people and this committee recognizes that family physicians are one of the cornerstones of the health care system. The first Physician Recruitment Specialist was hired November 23, 2004 to develop and implement the strategic plan.

Members/Composition:

1. A representative from The Hamilton Academy of Medicine (preferably a family physician)
2. A representative from The Hamilton Chamber of Commerce
3. 4. 5. Three City of Hamilton Councillors
6. The Mayor of the City of Hamilton
7. A representative from the Department of Family Medicine, McMaster University

One member of the Steering Committee is chosen to be Chair and one Vice-Chair. These two individuals should sit on the Working Group.

Term of Membership:

Minimum of two years with members preferably retiring from the group on a rotating basis to ensure continuity and to capture experience.

Formation Details:

To be updated annually.

To be accessible, to review and to provide support and guidance to the Physician Recruitment Specialist on issues including performance, budget, funding, conferences/events, contracts, economic climate, Ministry and OMA policies, and local factors influencing and challenging physician recruitment.

Deliverables:

To put forward reports and make recommendations to the Board of Health.

Resources and Budget:

In 2016, revenue is \$190,000 with an annual expense budget of \$176,000.

Governance:

Quorum is 4 out of 7 members. Voting for acceptance of minutes, budgets, reports.

Communications:

Meetings are held in-person at City Hall and organized by the current Legislative Assistant. Meetings are organized at least one month in advance with materials for the meeting distributed two weeks prior.

Relationship with Working Group

The Steering Committee is responsible for providing the overall direction for Physician Recruitment & Retention. They are updated by the Working Group.

Prepared by Jane Walker April 19, 2016. Amended June 28, 2016 by the PR&R Steering Committee