



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
8. A new physician practicing in Hamilton within five years of their graduation from residency.

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 2017, revenue is \$190,000 with an annual expense budget of \$190,000.

Governance:

Quorum is 4 **5** out of 8 members. Voting for acceptance of minutes, budgets, reports.

Communications:

Meetings are held in-person at City Hall and organized by the current Legislative Assistant **Coordinator**. 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.

Official Name:

Working Group of the Physician Recruitment & Retention Steering Committee

Purpose:

The Working Group was formed to provide the operational support for the program.

Members/Composition:

From the Physician Recruitment & Retention Steering Committee, four members are chosen, to include: one City councillor and representatives from the Hamilton Academy of Medicine, the Hamilton Chamber of Commerce and the Department of Family Medicine, McMaster University. Typically the chair and vice-chairs of the Steering committee are selected to sit on the Working Group and also chair/vice-chair the Working Group.

Term of Membership:

Minimum of two years. Preferably members retire from the group on a rotating basis to ensure continuity and to capture experience.

Formation Details:

To be updated twice annually at a time convenient for the members.

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 physician recruitment.

To provide the operational details for implementation of the Physician Recruitment & Retention Steering Committee.

To propose motions to be brought forward to the Steering Committee for discussion and then to the Board of Health.

Deliverables:

To put forward updates, reports and recommendations to the Steering Committee on matters pertaining to physician recruitment.

Resources and Budget:

In 2016, revenue was \$190,000 with an annual expense budget of \$190,000. The Director, Physician Recruitment & Retention is given permission for all expenses under \$5,000. Expenses over that amount are to be discussed and approved at a Working Group meeting.

Governance:

Quorum is 3 out of 4 members. Voting is held for acceptance of minutes, budgets and reports.

Communications:

Meetings are held in-person and organized by the PR&R office typically via email. If meetings are to be held at City Hall, the City Councillors staff are responsible for organizing the room. Meetings are organized at least one month in advance. Should situations arise requiring more immediate attention, information or requests are made via phone conversations, conference calls and/or emails. As much as possible, issues are brought to the attention of the Working Group at an in-person meeting.

Relationship with Steering Committee

The Working Group brings forward information on a yearly basis unless needed more often.

Prepared by Jane Walker August 18, 2017. *Amended by Hamilton City Council September 27, 2017.*