



**Terms of Reference**  
(Updated ~~December 19, 2018~~, 2021)

**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.

*The Physician Recruitment & Retention Steering Committee reports through the Board of Health.*

**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~~ ~~Two~~ ~~Three~~ City of Hamilton Councillors
- ~~5~~4. A representative from the Department of Family Medicine, McMaster University
- ~~6~~5. 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.~~

*A Chair and Vice-Chair of the Physician Recruitment & Retention Steering Committee shall be elected for the Term of Council (4 years) or until such time as a successor is appointed.*

*The Chair and Vice-Chair of the Physician Recruitment and Retention Steering Committee may be members of the Working Group of the Physician Recruitment and Retention Steering Committee.*

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### **Term of Membership:**

*The City of Hamilton Councillors will be appointed for the term of Council.*

*The representatives from the Hamilton Academy of Medicine; the Hamilton Chamber of Commerce; the Department of Medicine, McMaster University; and the new physician practicing in Hamilton within five years of their graduation from residency will be appointed for a minimum of two years, for a maximum of four years, with the ~~Minimum of two years with~~ members preferably retiring from the ~~group~~ Physician Recruitment & Committee 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 *Director*, 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 ~~2017/2021~~, revenue is ~~\$190,000~~ \$180,000 with an annual expense budget of

### **Governance:**

Quorum is 4 out of ~~6-7~~ members. ~~Voting for acceptance of minutes, budgets, reports.~~

### **~~Communications~~Support:**

Meetings are held in-person at City Hall *at the Call of the Chair, and the City Clerk's Division will provide legislative support and be responsible for the administrative costs of operating the Committee meetings, and organized by the current Legislative Coordinator. Meetings are organized at least one month in advance with materials for the meeting distributed two weeks prior.*

### **Relationship with Working Group**

The *Physician Recruitment & Retention* Steering Committee is responsible for providing the overall direction for *the* Physician Recruitment & Retention *Program*.

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The *Physician Recruitment & Retention Steering Committee* are updated by the Working Group *of the Physician Recruitment & Retention Steering Committee*.

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**Terms of Reference**  
**(Updated \_\_\_\_\_, 2021)**

**Official Name:**

***Working Group of the Physician Recruitment  
& Retention Steering Committee***

**PurposeMandate:**

The Working Group *of the Physician Recruitment & Retention Steering Committee* was formed to provide the operational support for the *Physician Recruitment & Retention programProgram*.

**Members/Composition:**

~~From the~~*The Working Group of the* Physician Recruitment & Retention Steering ~~be comprised of;~~ four *voting* members *of the Physician Recruitment & Retention Steering Committee, as follows;are chosen, to include: one City councillor and*

- 1. the representative from the Hamilton Academy of Medicine;*
- 2. the representative from the Hamilton Chamber of Commerce;*
- 3. one City of Hamilton Councillor; and*
- 4. the representative from the Department of Family Medicine, McMaster University.*

**Term of Membership:**

~~Minimum of two years. Preferably members retire from the group on a rotating basis to~~  
~~The City of Hamilton Councillor will be appointed for the term of Council.~~

*The representatives from the Hamilton Academy of Medicine; the Hamilton Chamber of Commerce and the Department of Family Medicine, McMaster University, will be appointed for a minimum term of two years with the members preferably retiring from the Working Group of the Physician Recruitment & Retention Steering Committee 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 *Director*, Physician Recruitment ~~Specialist~~ on issues including performance, budget, funding, conferences/events, contracts, economic climate, Ministry and OMA policies, and local factors influencing physician recruitment.

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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~~  
**Deliverables:**

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

### **Resources and Budget:**

In ~~2016~~2021, revenue was ~~\$190,000~~\$180,000 with an annual expense budget of Director, Physician Recruitment & Retention is given permission for all expenses under \$5,000.

Expenses over ~~that amount~~\$5,000 are to be discussed and approved at a Working Physician Recruitment & Retention Steering Committee meeting.

### **Governance:**

Quorum is 3 ~~out of~~ the 4 members. ~~Voting is held for acceptance of minutes, budgets~~

### **CommunicationsSupport:**

Meetings of the Working Group of the Physician Recruitment & Retention Steering Committee will be ~~are~~ held in-person at the call of the Chair, with staff of the Physician Recruitment and Retention Office providing legislative support. ~~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 are held at City Hall.

~~Meetings are organized at least one month in advance. Special meetings of the Steering Committee will be called should~~ Should a situations arise ~~requiring that Group's more~~ immediate attention, ~~information or requests are made via phone conference or other means with a quorum present. As much as possible, issues are brought to the attention of the Working Group at an in-person meeting.~~

### **Relationship with Physician Recruitment & Retention Steering Committee**

The Working Group of the Physician Recruitment & Retention Steering Committee brings forward information on an as required basis or on an annual basis ~~a yearly basis unless needed more often.~~

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~~Prepared by Jane Walker August 18, 2017. Amended September 12, 2017 by the~~

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