



**Terms of Reference
(Updated July 9, 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. Three City of Hamilton Councillors
4. A representative from the Department of Family Medicine, McMaster University
5. A new physician practicing in Hamilton within five years of their graduation from residency.

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.

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 members preferably retiring from the Physician Recruitment & Retention Steering 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 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 2021, revenue is \$180,000 with an annual expense budget of \$180,000.

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.

Relationship with Working Group

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

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

**Terms of Reference
(Updated July 9, 2021)**

Official Name:

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

Mandate:

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

Members/Composition:

The Working Group of the Physician Recruitment & Retention Steering Committee shall be comprised of four voting members of the Physician Recruitment & Retention Steering Committee, as follows:

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:

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 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.

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

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

Support:

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

City Councillors staff are responsible for booking the meeting room when the meetings are held at City Hall.

Special meetings of the Working Group of the Physician Recruitment & Retention Steering Committee will be called should a situation arise that requires the Working Group's immediate attention; such meetings may be held via tele-conference, video conference or other means with a quorum present.

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.