



**WORKING GROUP
OF THE
PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE
MINUTES 22-002**

Tuesday, October 11, 2022
11:00 a.m.
WebEx

Present: Marie Nash (Chair), Dr. Sarah Kinzie (Vice-Chair), Councillor Arlene VanderBeek, and Dr. Scott Wooder

Also Present: Tamara Bates, Legislative Coordinator
Brad van den Heuvel, Physician Recruitment Program Coordinator
and Practice Advisor

**THE FOLLOWING ITEMS WERE REFERRED TO THE PHYSICIAN RECRUITMENT
AND RETENTION STEERING COMMITTEE FOR CONSIDERATION:**

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 1)

The Working Group was advised that there were no changes to the agenda. Members accepted the agenda.

(b) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 2)

The Minutes of the July 12, 2022 meeting of the Working Group of the Physician Recruitment and Retention Steering Committee were accepted.

(c) DISCUSSION ITEMS (Item 3)

(i) Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to Greater Hamilton Health Network – Draft Work Plan

The Working Group reviewed the draft work plan for the Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to Greater Hamilton Health Network and accepted it as follows:

**Ad-Hoc Working Group for the Transfer of the Physician Recruitment and
Retention Program to Greater Hamilton Health Network
Work Plan**

Purpose:

Since its establishment in 2002, the Physician Recruitment and Retention Steering Committee has had the responsibility of overseeing the Physician Recruitment and Retention Program (Hamilton Physicians). The Working Group of the Physician Recruitment and Retention Steering Committee oversees the operations of the program.

In late 2019, the retirement of the Program's long-time Director prompted discussion at the Physician Recruitment and Retention Steering Committee about the structure of the Physician Recruitment and Retention program. In June 2021, the Physician Recruitment and Retention Steering Committee approved a full review of the Physician Recruitment and Retention program (Hamilton Physicians) to be carried out by the Working Group of the Physician Recruitment and Retention Steering Committee. The results of the review, with a recommendation to transfer the program to the Greater Hamilton Health Network (GHHN), were presented to and approved by the Physician Recruitment and Retention Steering Committee and Council in August 2022.

Among the recommendations from the Working Group of the Physician Recruitment and Retention Steering Committee was the establishment of an Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to Greater Hamilton Health Network (Ad-Hoc Working Group). The purpose of the Ad-Hoc Working Group is to investigate the details of the program transfer from the Hamilton Physicians partnership to the Greater Hamilton Health Network.

The Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to the Greater Hamilton Health Network reports through the Working Group of the Physician Recruitment and Retention Steering Committee.

Membership/Composition:

The Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to the Greater Hamilton Health Network shall consist of one representative from each of the Physician Recruitment and Retention Program stakeholders:

- (i) One representative from the City of Hamilton, Finance;
- (ii) One representative from the City of Hamilton, Legal Services;
- (iii) One representative from the Hamilton Chamber of Commerce;
- (iv) One representative from the Greater Hamilton Health Network.

The Ad-Hoc Working Group may invite additional consultants as required.

A Chair and Vice-Chair will be selected at the first meeting of the Ad-Hoc Working Group.

The Physician Recruitment Program Coordinator and Practice Advisor, Hamilton Physicians will provide legislative support to the Ad-Hoc Working Group.

The Ad-Hoc Working Group will make decisions by consensus

Deliverables:

The Ad-Hoc Working Group for the Transfer of the Physician Recruitment and Retention Program to the Greater Hamilton Health Network shall investigate the details of the program transfer from the Hamilton Physicians partnership to the Greater Hamilton Health Network (GHHN). The Ad-Hoc Working Group shall ensure that the following considerations are taken into consideration and addressed:

- (a) The Physician Recruitment and Retention Program (Hamilton Physicians), with the support of the Greater Hamilton Health Network, shall be transferred to the Greater Hamilton Health Network (GHHN), as an independent department therein, reporting to the Executive Director of the GHHN, on a date mutually agreed upon and no later than February 28, 2023;
- (b) From the date of the transfer, Physician Recruitment and Retention Program (Hamilton Physicians) staff will become employees of the Greater Hamilton Health Network (GHHN):
 - (i) with the same terms and conditions of employment;
 - (ii) from which time they will adhere to GHHN policies; and
 - (iii) may have the opportunity to become permanent employees of the GHHN;
- (c) The Key Performance Indicators (KPI) of the Physician Recruitment and Retention Program (Hamilton Physicians) will remain unchanged upon the initial transfer of the Program to the Greater Hamilton Health Network (GHHN) and any future changes will require approval of the Executive Council of the GHHN and that the GHHN provide an annual report to the Board of Health on the KPIs;
- (d) The following shall be transferred to the Greater Hamilton Health Network (GHHN):
 - (i) All existing property purchased by Hamilton Physicians, including all office furniture, equipment and supplies;
 - (ii) Administration for payroll and expenses;

- (iii) The balance of the City of Hamilton's current contribution to the Physician Recruitment and Retention Program (Hamilton Physicians) operating budget of \$75,000;
 - (iv) Payments from existing funding partnership arrangements;
 - (v) All Physician Recruitment and Retention Program (Hamilton Physicians) surplus funds (as of May 31, 2022, this amount is \$515,116.05), net any outstanding liabilities; and
 - (vi) The Hamilton Physicians brand, which will be maintained by the Greater Hamilton Health Network (GHHN);
- (e) The Greater Hamilton Health Network will commit all budgeted future Physician Recruitment and Retention Program (Hamilton Physicians) funding payments to physician recruitment and retention efforts;
 - (f) The Greater Hamilton Health Network (GHHN) will pursue formal funding arrangements with the Physician Recruitment and Retention Program (Hamilton Physicians) current partners and with other stakeholders, including the other municipalities within its mandate; and
 - (g) Other considerations as may arise.

The Ad-Hoc Working Group shall be disbanded on the successful and final transfer of the Physician Recruitment and Retention Program to the Greater Hamilton Health Network.

(d) ADJOURNMENT (Item 4)

There being no other business, the meeting was adjourned at 11:41 a.m.

Respectfully submitted,

Marie Nash
Chair, Working Group of the Physician
Recruitment and Retention Steering Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk