

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

Summary Report Regarding Proposal to Transfer Program into the Greater Hamilton
Health Network

Council Direction

At its meeting of January 25, 2023, Council amended Item 3 of Board of Health Report 22-008, August 10, 2022 (originally approved by Council on August 12, 2022), as follows:

3. Physician Recruitment and Retention Steering Committee Report 22-002 - August 5, 2022 (Item 10.1)

- (a) Working Group of the Physician Recruitment and Retention Steering Committee Report 22-001 (Item 1)
 - (i) Proposal to Transfer Program into the Greater Hamilton Health Network & Formalize Existing Funding Relationships (Item 4.1)
 - (1) That Physician Recruitment and Retention Program (Hamilton Physicians), with the support of the Greater Hamilton Health Network, attached as Appendix A to Physician Recruitment and Retention Steering Committee Report 22-002, 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, attached to Working Group of the Physician Recruitment and Retention Steering Committee Report 22-001 as Appendix B to Physician Recruitment and Retention Steering Committee Report 22-002;
 - (2) That from the date of the transfer, Physician Recruitment and Retention Program (Hamilton Physicians) staff will become employees of the Greater Hamilton Health Network (GHHN):
 - (aa) with the same terms and conditions of employment;
 - (bb) from which time they will adhere to GHHN policies; and
 - (cc) may have the opportunity to become permanent employees of the GHHN;
 - (3) That 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;

- (4) That the following be transferred to the Greater Hamilton Health Network (GHHN):
 - (aa) All existing property purchased by Hamilton Physicians, including all office furniture, equipment and supplies;
 - (bb) Administration for payroll and expenses;
 - (cc) The balance of the City of Hamilton's current contribution to the Physician Recruitment and Retention Program (Hamilton Physicians) operating budget of \$75,000;
 - (dd) Payments from existing funding partnership arrangements;
 - (ee) 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
 - (ff) The Hamilton Physicians brand, which will be maintained by the Greater Hamilton Health Network (GHHN);
- (5) That 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;
- (6) That 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;
- (7) That an ad-hoc working group, be established, as follows:
 - (aa) The ad-hoc working group shall consist of one representative from each of the Physician Recruitment and Retention Program stakeholders

- (bb) The ad-hoc working group shall report to the Working Group of the Physician Recruitment and Retention Steering Committee;
 - (cc) The ad hoc working group shall investigate the details of the program transfer from the Hamilton Physicians partnership to the Greater Hamilton Health Network (GHHN) including, but not limited to, those considerations set out in subsections (a) through (f);
 - (dd) The ad hoc working group shall be disbanded on the successful and final transfer of the Physician Recruitment and Retention Program to the GHHN;
 - (ee) The Working Group of the Physician Recruitment and Retention Steering Committee shall develop and approve the terms of reference for the ad hoc working group;
- (8) That the Physician Recruitment and Retention Steering Committee:
- (aa) be established for the 2022-2026 Term of Council; and
 - (bb) be disbanded upon the transfer of the Physician Recruitment and Retention Program to the Greater Hamilton Health Network; and
- (9) That the Executive Director of the Greater Hamilton Health Network, or their designate, be invited to attend the next meeting of the Recruitment and Retention Steering Committee.
- (10) ***That the Medical Officer of Health be authorized to execute any and all agreements, amendments and ancillary documents necessary to transfer the Hamilton Physicians program to the Greater Hamilton Health Network, in a form satisfactory to the City Solicitor.***

The Ad-Hoc Working Group has finalized the transfer arrangements which will allow for the successful transition of the Physician Recruitment & Retention Program (Hamilton Physicians) to the Greater Hamilton Health Network (GHHN) by February 28, 2023. The GHHN will formally assume responsibility of the Physician Recruitment and Retention (PR&R) Program on March 1, 2023. The details of the transfer are set out below.

Section 1: Transfer of Funds Currently Held by the City of Hamilton to the GHHN

Each of the five current funding partners of the PR&R Program (Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, McMaster University, McMaster University Department of Family Medicine, and the Hamilton Family Health Team) were asked to confirm that the portion of their contributions to the funds currently held in surplus for the PR&R Program by the City of Hamilton may be transferred to the GHHN. Consent was obtained via signed consent and waiver agreements from four of these five partners. McMaster University opted to have their contributed portion of the surplus returned, and discussions are currently underway regarding retaining the surplus as well as securing future funding.

Of the remaining surplus funds (less the portion returned to the McMaster University), a portion will be held back to cover anticipated legal costs for the PR&R Program. Any remaining funds following the culmination of the matter will be transferred to the GHHN.

As of February 28, 2023, all funds held by the City of Hamilton for the PR&R Program (less any outstanding expenses, payroll deductions, and liabilities) will be transferred into the GHHN.

The City of Hamilton currently contributes \$75,000 per year to the PR&R program and has committed to continue to include this funding in its annual budget. Any approved funding from the City of Hamilton for PR&R initiatives moving forward will be allocated to the Greater Hamilton Health Network. Approval will be conditional on the agreement that all budgeted future funding payments from the City of Hamilton (as well as all funds currently held in surplus) are allocated to physician recruitment and retention efforts within the City of Hamilton.

As of March 1, 2023, future annual funding contributions from the remainder of the PR&R Program's current funding partners to be negotiated between the GHHN and each funding partner directly.

Section 2 - Transfer of PR&R Staff to GHHN

Contract negotiations to transfer the employment of current PR&R staff to the GHHN are nearing completion. The current staff contract ends on February 28, 2023, and the new contract with the GHHN is expected to take effect March 1, 2023.

The GHHN has agreed administer staff payroll and expenses for the PR&R staff that transfer into the GHHN as of March 1, 2023. Current payroll administration and expense reimbursement for PR&R staff which is currently administered by the Hamilton Chamber of Commerce will conclude February 28, 2023.

Section 3 – Co-Location Agreement with McMaster’s Department of Family Medicine

PR&R Program (Hamilton Physicians) staff currently have office space at the David Braley Health Sciences Centre, which is provided as an in-kind contribution from the McMaster University Department of Family Medicine, under a co-location agreement that extends to December 31, 2023. A new co-location agreement has finalized between the GHHN and the McMaster University Department of Family Medicine effective March 1, 2023 to December 31, 2023.

Section 4 – Transfer of Hamilton Physicians Property

It has been agreed that all property purchased by the PR&R Program (Hamilton Physicians), including office equipment, supplies and furniture will be transferred to the GHHN, effective March 1, 2023. PR&R staff have compiled a list of all program property to be transferred to the GHHN valued at approximately \$12,600.

Section 5 – Key-Performance-Indicators (KPIs)

Upon the transfer of the PR&R Program into the GHHN current Key Performance Indicators (KPIs) for the PR&R program will be maintained. Any revisions to the current KPIs must be in the best interests of physician recruitment and retention within the City of Hamilton and will require the approval of the Executive Council of the GHHN.

KPIs will be reported to the Executive Council of the GHHN on an annual basis. The GHHN has committed to invite representatives from any current PR&R stakeholders who are not members of the GHHN Executive Council (currently only the Hamilton Chamber of Commerce) to the annual meeting at which KPIs will be provided.

The GHHN will report annually to the Board of Health on its recruitment activities for Hamilton at a time mutually agreeable to both.