Joint Municipal Physician Recruitment and Retention Committee

Terms of Reference

Purpose:

To develop, implement and measure progress of a sustainable solution for the recruitment and retention of Primary Care Physicians for committee membership catchment population.

Mandate of Joint Municipal Physician Recruitment and Retention Committee:

Undertake strategic planning, program development, implementation and evaluation of initiatives for the recruitment and retention of new and existing physicians within the area served by committee membership catchment population.

- Extend an invitation to all neighbouring towns and municipalities to become members of the Joint Municipal Physician Recruitment and Retention Committee.
- Educate the council, community and stakeholders with regard to the mandate of the Committee.
- Lead the development, implementation and evaluation of a Primary Physician recruitment and retention strategy with the support of Council, stakeholders and the participating communities.
- Connect with all necessary stakeholders who may assist in recruitment and retention of physicians, i.e. Medical Schools and their respective Post Graduate programs, local health care providers, Rural Ontario Medical Program (ROMP), the new Ontario Health Teams (LHIN replacements), local Chamber of Commerce etc.
- Actively work with the local medical community, health care providers and ROMP in developing, supporting and sustaining a physician mentoring/training programs.
- Actively implement, monitor and evaluate ongoing programs for physician recruitment and retention for medical students locums, or resident physicians or other incentives as deemed appropriate by the participating towns and or municipalities.
- Be aware of community, stakeholders which may given their status be able to provide in kind support such as the North East Grey Health Clinics.
- The Committee may make recommendations to the participating municipalities that the services of a Physician Recruiter be retained to aid the Committee in meeting its specified mandate.
  - Establish set of skills and competencies required to deliver the Primary Care Physician recruitment and retention strategy for when there are funds in place to support a Physician Recruiter.
  - The Physician Recruiter shall be governed and managed by the terms and conditions of a separate agreement with the participating municipalities.
- The Committee shall approve, on an annual basis, an operational budget that will also contemplate a long-term strategy for funding recruitment efforts.
- The Committee shall not present a deficit budget without first seeking approval of the participating municipalities by Council resolution.
- In the absence of a separate bank account, the Committee shall utilize the financial services of a participating municipality, upon resolution of the Council of the participating municipality.
Upon dissolution of the Committee, the funds that remain in the reserves/surplus account(s) shall be distributed to the current participating municipalities on a percentage/ratio basis, based upon the current year’s contribution.

While the mandate of the committee is the recruitment and retention of physicians it is recognized that this cannot be undertaken in isolation of other health care professionals given the interprofessional nature of current and more importantly future primary health care delivery models primary care physicians are educated to practice with in.

Membership/voting

The Committee will be comprised 4 members representing participating municipals. The composition is as follows:

Voting Members:
Two (2) members representing one (1) vote, the Council of the Town of The Blue Mountains
Two (2) community members representing the Town of The Blue Mountains

Members are selected by resolution of Council. The term of the Committee is four and a half years to be concurrent with the term of Council and allow for six month bridge post election of a new council.

The Committee shall, from amongst its members, choose a Committee Chair.

Other participating Towns and Municipalities invited or request to join may do so upon contribution of no less than $25,000 annually and have up to members (2 private and 1 public)

Quorum is 51% of the membership.

Members will:

Have demonstrated interest and/or expertise in healthcare
- Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on health current and emerging trends which impact the recruitment and retention of primary care physicians
- Issues the recruitment and retention of primary care physicians;
- Participate as a team member, capable of an ambassador role

Remuneration:

No compensation shall be made to members of the Joint Municipal Physician Recruitment and Retention Committee for their participation.

Meeting Time and Location
The committee will meet monthly. Additional meetings of the Committee may be called by the Chair, with a minimum of 24 hours’ notice, to address urgent matters. Meetings will be held in the Council Chambers at the Town of The Blue Mountains Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

**Agenda, Minutes & Procedure**

Agenda items will be set by the Chief Administrative Officer in consultation and under approval of the Chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with the Town practice. All meetings shall be conducted in accordance with Town of The Blue Mountains Procedural By-law.

Administrative Staff and Resources provided by The Blue Mountains (services costed but not charged);

The Blue Mountains procedural rules to govern;

Meetings public;

Committee may form a separate Non Profit entity to be employer of the professional recruiter and receive community in kind or financial contributions;

Committee must establish clear goals and objectives that are measurable. Upon an ability to hire a Physician Recruiter as appropriate these goals and objectives will transfer to this role. Reporting arrangements prior to the hiring of a Physician Recruiter will be established with the members of the Committee.

Committee to report to Council quarterly with progress report on goals and objectives; ☐

Funding for 2020 to be set in 2020 The Blue Mountains budget – new Health Care Services line item;

Chair elected from Committee membership on an annual basis;

For The Blue Mountains, Committee Chair to have membership on The Blue Mountains Sustainability Committee, subject to Council approval of this change.