

Approved by Council: February 24, 2014

PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE TERMS OF REFERENCE POLICY

BACKGROUND

The retirement of the only physician practicing in the Town of Redcliff, over three years ago, has left our residents without medical care within the Town. Many of our residents have not been able to find a new family physician due to the drastic shortage of doctors in the province. As a result our residents must travel to Medicine Hat to a walk-in clinic or attend the Medicine Hat Regional Hospital emergency department for medical care.

The Town has been consulting with the Medicine Hat Regional Hospital - Physician's Retention Network to develop a plan to recruit and retain physicians, especially in underserved communities such as Redcliff. In order to initiate any plans it is necessary to create a formal committee to focus on recruiting a physician for the Town of Redcliff.

POLICY

MISSION

- The Redcliff Physician Recruitment and Retention Committee (RPRRC) is a partnership of community representatives with a mission to recruit and retain physician services within the community of Redcliff.

MEMBERSHIP AND MEETINGS

- Members of the RPRRC are working participants who share actively in strategic planning, the work of subcommittees and program implementation.
- Membership of the committee is comprised of individuals and organizations that have a significant interest in the recruitment and retention of physicians.
- Each member is accountable to the RPRRC for meeting the responsibilities assigned to the position held on the committee.
- Date, time and location set for monthly meetings are organized on an annual schedule agreed to by the committee members.
- A simple majority of the members represents a quorum. A majority vote determines the decision.

COMMITTEE COMPOSITION

The RPRRC is comprised of a minimum of five (5) of a maximum of seven (7) who represent obvious stakeholders, such as:

- The Town of Redcliff Council. Up to two representatives with one alternate.
- Health care recruiter or HR representatives.

- The medical and/or nursing professional community.
- Internationally educated health professionals.
- Other invited representatives (school, recreation, religious groups, real estate, etc...).

TERMS OF OFFICE

- Members are asked to commit to a two-year term.

DUTIES AND RESPONSIBILITIES

- To plan and facilitate welcoming initiatives for perspective physicians entering practice in the community.
- To generate creative ideas to support retention.
- To monitor the success of the committees work.

RECOMMENDED POSITIONS

- Chair
- Incentives advocate
- Site visit coordinator

TERMINATION OF APPOINTMENTS

- Council may by resolution terminate the appointment of any Member if:
 - The Member is absent from three (3) consecutive meetings of RPRRC;
 - The Member uses information gained through appointment to a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - The Member otherwise conducts himself in a manner that Council considers to be improper.

REMUNERATION

- Members of the RPRRC shall hold office without remuneration.
- Committee members may make requests and subsequent submission to Council, in accordance with established policy for RPRRC related recruitment and/or retention expenses.