

Alexandra Marine & General Hospital	MANUAL: Governance	Revision Date: April-14-2016
Approved by: Corporate Leadership	Terms of Reference Recruitment & Retention Committee	Original Date: February-25-2013

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PURPOSE

To identify, recommend, develop and implement strategies to make Goderich and surrounding area a recruitment destination and to achieve a sustainable clinical community.

OBJECTIVES

- To identify, recommend, develop and implement strategies to recruit and retain physicians and nurses for Goderich and area.
- To respond to high priority recruitment and retention needs of the community and to be consistent with the Physician Manpower Plan as determined by the AMGH Clinical Services Plan.
- To coordinate planning and collaborate with other groups to strengthen overall community recruitment initiatives.
- To discuss and identify opportunities for participation at recruitment tours, events and other venues.
- To develop and coordinate recruitment visits, provide for follow-up and look for improvement opportunities.
- To identify and solicit recruitment incentives from the community.
- To identify family and spousal interests of potential recruits and facilitate successful visits/connections.
- To develop promotional materials

MEMBERSHIP

- AMGH Board Members (2)
- AMGH President / CEO
- AMGH Chief of Staff
- AMGH Business Innovation and Recruitment Leader
- AMGH CNE/VP Clinical Services
- AMGH Medical staff appointed by the Medical Advisory Committee (2)
- Goderich CAO
- Goderich Mayor
- Goderich Treasurer
- MVMC Executive Director
- Community representatives (2)
- Ad hoc representation as needed

CHAIRPERSONS

- The committee will appoint the Chair annually

RECORDER

- AMGH Administrative Assistant to the CNE/VP Clinical Services

TERMS OF APPOINTMENT

- Based on appointment by position or by length of term

QUORUM

- 50% of membership.

FREQUENCY OF MEETINGS

- To meet monthly for nine meeting per year and for one hour in duration.

MEETING VENUE

- AMGH

CIRCULATION

- Minutes are circulated to members of the Recruitment and Retention Committee, AMGH Board of Directors and Medical Advisory Committee

REPORTING RELATIONSHIP

- AMGH Board of Directors and Medical Advisory Committee.

EVALUATION

- Evaluation to be completed at end of meeting.

CONFIDENTIALITY

- In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

CONFLICT OF INTEREST

- All Board and committee members have a duty to ensure that the trust and confidence in the integrity of the decision-making processes of the organization are maintained. Members will ensure that they are free from conflict, potential or perception of conflict in their decision-making. It is important that all board and committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived arises.

Approval Process	Recruitment & Retention: April 14, 2016 Governance & Nominating: April 15, 2016 Board of Directors: May 2, 2016
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