

 Alexandra Marine and General Hospital South Huron Hospital	<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input checked="" type="checkbox"/> X Terms of Reference	Section Governance	Number 01-108
	<b><i>Terms of Reference – Recruitment &amp; Retention Committee</i></b>		
<b>Date Issued:</b> March 2023 <b>Date Review/Revised:</b> 2023-11-27 <b>Next Review Date:</b> March 2025			
<b>Owner:</b> Recruitment & Retention Committee	<b>Reviewer(s):</b> Governance & Nominating Committee	<b>Approver:</b> Common Board of Directors (Common Board)	

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Except as expressly stated to the contrary herein, these Terms of Reference apply to both the Alexandra Marine & General Hospital (AMGH) and the South Huron Hospital (SHH). AMGH and SHH are referred to individually and collectively as the Hospital.

### **Policy / Purpose**

To identify, recommend, develop and implement strategies to make Huron Health System (HHS) a recruitment destination and to achieve a sustainable healthcare service.

### **Objectives**

- To identify, recommend, develop and implement strategies to recruit and retain physicians and nurses
- 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 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 of healthcare workers
- 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**

- Common Board Members (3)
- President & CEO
- Chiefs of Staff (AMGH and SHH)
- VP Clinical Services/Chief Nursing Executive
- AMGH and SHHA Medical staff appointed by the Medical Advisory Committees
  - 3 from AMGH
  - 2 from SHH
- Human Resources Manager

- Recruitment Coordinator
- Goderich and South Huron CAOs, or delegate
- Goderich and South Huron Mayors
- Maitland Valley Medical Clinical (MVMC) Executive Director
- South Huron Medical Clinic (SHMC) representative
- Community Representatives (2)
- Foundation Executive Directors (AMGH & SHH)
- Ad hoc representation as needed

**Chairpersons**

The committee will appoint the Chair annually

**Recorder**

Executive Assistant to the President & CEO or alternate as selected by the Chairperson.

**Quorum**

Majority of the membership

**Frequency of Meetings**

The Committee shall meet at least 6 times per year and at the call of the Chairperson.

**MEETING VENUE**

AMGH, SHH or Virtual Platform, i.e., MS Teams or WebEx, as required.

Meetings or proceedings may be recorded by audio or video means to ensure meeting minutes and document accuracy. Recordings are deleted after the meeting minutes have been prepared.

**Circulation**

Minutes are circulated to members of the Recruitment and Retention Committee, HHS Common Board and Medical Advisory Committee

**Reporting Relationship**

Common Board of Directors

**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 Statement**

All Common 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 Common Board and committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived, arises.

ToR Approval Process	Governance & Nominating Committee:	2023-XX-XX
	Common Board of Directors:	2023-XX-XX