



**PEMBINA PHYSICIAN RECRUITMENT & RETENTION COMMITTEE**

**Purpose/Mandate**

The purpose of the Committee is to build a sustainable system for physician recruitment and retention in collaboration with hiring physicians that will ensure ongoing physician services to the Drayton Valley area.

**Goals/Objectives**

1. To coordinate attraction and recruitment of needed physicians, with a focus on retaining them as long as possible with hiring physicians.
2. To reduce the need for recruitment through retention:
  - a. Integration into the medical practice
  - b. Family integration into the community
  - c. Family quality of life
3. To facilitate community involvement on the recruitment and retention process together with physicians and Regional Health Authority.
4. To reduce the workload on doctors by helping to set up other support services (ie: PCN)

**Committee Membership/Composition and Term**

The Committee shall consist of approximately twelve (12) members. Suggested membership should include:

- Physician representatives 2 – 3
- Alberta Health Services 1
- Clinic / Hospital staff 1
- Community representatives 6 – 7 (business/leisure/culture/volunteers)
- Town and County Councillor representation 1 each

The Committee will appoint from in its members, through consensus, the following positions:  
Chair, Vice-Chair, Secretary, Treasurer

Should a Committee member miss three (3) meetings in a row without reason, the Secretary will send out notice that if they do not come to the next meeting the Committee will accept that as their tendered resignation.

Members of the Committee should commit to involvement of at least one (10) year. Committee should look at staggered term commitments to allow for stability of the Committee.

## **Operations**

1. Meetings shall be held once a month for effective functioning of the Committee, or at the call of the Chair.
2. Meetings of the Committee shall be open to the public.
3. A majority plus one (1) of all regular Committee members shall constitute a quorum.
4. Minutes of each Committee meeting shall be circulated to all members within two (2) weeks following the meeting. Minutes will not be made public until approved by the Committee at a subsequent meeting.

## Communications

The Chair should act as the spokesperson for the Committee, unless there is an alternate designate.

## Governance Structure

1. The Committee should function on a collaborative/consensus committee process. This means that all parties should participate equally and that decision-making will aim to have full agreement on the course of action to be followed. Only as a last option should there be a need for formal voting.
2. The Committee may decide to appoint sub-groups to work on specific functions, such as physician recruitment, clinic issues, communication, marketing and retention, site visit, spouse employment, etc. Such sub-groups will be chaired by one (1) member of the Committee and may include additional members outside of the Committee. All sub-groups will report back on a regular basis.