

Process Checklist for Search and Selection Committee

- Search and Selection Committee established consistent with Rules sec. 3.2.1.3 and 3.2.1.4.
- Develop Terms of Reference – sample below.
- Posting developed and “closing date” determined.
- Posting publicized/distributed via Physician Recruitment Office. Submitted by SMD or PMD/RMD’s office.
- Additional external advertising arranged if necessary with Physician Recruitment Office.
- Acknowledgement of receipt of application to all applicants given by SMD or RMD/PMD.
- Applicants screened and “shortlisted” for interviews by Committee based on advertised criteria.
- Applicants not shortlisted to be advised in writing.
- Applicants shortlisted to be advised in writing and arrange interview dates based on committee member and applicant availability.
- Ask applicants to provide the names of 3 referees to be contacted by the committee for references.
- Committee activity subject to the following principles:
 - “administrative fairness” to the candidates (eg: due process applied to all, transparency, rigorous enough to be defensible when challenged, no secret information received or used, etc.),
 - quantitative evaluations of interview responses to the greatest extent possible,
 - all scoring by members to be documented,

- written references to be collected prior to the interview for shortlisted candidates and reviewed by all committee members; and a means to weight the references in the overall decision agreed...
 - secondary references collected only with candidate consent and all subsequent referee input to be documented
 - voting process and rights of each committee member to be prescribed (consensus, secret ballot, show of hands...?)
 - business of the committee shall be confidential until a decision is made by the committee and candidates contacted by the Chair or designate.
 - no contact between shortlisted candidates and committee members shall occur apart from the interviews.
 - questions from candidates throughout the process will be directed to the committee Chair.
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- Develop interview questions with numerical scores. Formal presentations by applicants permitted.
 - Interview questions to be used consistently for all interviewed applicants.
 - Committee members to record notes on question sheets for each candidate.
 - Questions sheets to be collected after interviews by Committee chair and retained.
 - Decision of committee documented as minutes.
 - Offer letter prepared by PMD/RMD or SMD based on Medical Affairs template and sent. Offer letter to be returned signed by selected candidate within prescribed period
 - Unsuccessful candidates advised in writing.
 - Sponsorship/supervision letter to College signed by RDH or PMD if Conditional or Provisional license required.
 - RDH, RMD/PMD or SMD requests Credentials Office to release Application for Appointment package to candidate or recommends change in site privileges and/or Category as applicable if an internal candidate
 - Completed Application for Appointment triggers credentialing process.

Search and Selection Committee – Terms of Reference

1. Objectives

- 1.1 To undertake the search and selection process as outlined in the Medical Staff Rules
- 1.2 To develop the criteria for screening (shortlisting) and selection.
- 1.3 To interview shortlisted candidates.
- 1.4 To recommend a candidate for each position

2. Membership

The Search and Selection Committee membership will be consistent with the requirement in the Rules.

3. Meetings

- 3.1 A record will be kept of the meetings of the committee and of the interviews.
- 3.2 Interviews will be scheduled with the consensus of the committee members.
- 3.3 The business of the committee will be conducted in accordance with Robert's Rules.

4. Quorum

A quorum is a majority of appointed members of the committee.

5. Members: