

## Medical Staff Vacancy Recruitment

Recruitment of Medical Staff should be done in accordance with the Medical Staff Rules, Section 3.2. This guide will serve as a checkpoint only to facilitate the steps required for this process and is designed to assist medical staff leaders in the process of filling a medical staff vacancy.

Vacancies may be identified by any member of the medical staff, with the approval of the vacancy being a collaborative process amongst relevant leaders. The process must begin with an assessment of how the position might impact site and departmental resources. Once a Search and Selection Committee has been formed, principles of administrative fairness must be applied to the application and interview process to ensure that all eligible applicants are managed fairly and consistently.

### RESOURCES AND TEMPLATES

- Medical Staff Rules – Section 3.2:

[http://medicalstaff.fraserhealth.ca/getmedia/ce9e328b-c8fb-4c64-a3fc-8163a74fe4fc/Medical-Staff-Rules.pdf.aspx/](http://medicalstaff.fraserhealth.ca/getmedia/ce9e328b-c8fb-4c64-a3fc-8163a74fe4fc/Medical-Staff-Rules.pdf.aspx)

- Medical Staff Vacancy Impact Analysis Form

### RECRUITMENT CHECKLIST

The physician recruitment process involves the collaboration of many individuals across various Fraser Health sites. The checklist included is a step-by-step guide through the process. It is not necessarily meant to be completed by a specific individual and is not required to be submitted. It is meant strictly as a resource to assist leaders and administrators in understanding the process and their role within the process.

## RECRUITMENT CHECKLIST

**Note:** The following checklist incorporates aspects of Appendix 6 from the Medical Staff Rules.

\* Denotes a document that must be submitted to Medical Affairs (the AA or the RDH) for legal/procedural records.

### PRE-INTERVIEW

<input checked="" type="checkbox"/>	Task	Responsible
<input type="checkbox"/>	Impact Analysis form* is completed and submitted to the Administrative Assistant for the Regional Department Head.	HDL
<input type="checkbox"/>	Relevant signatures collected for IA form and circulated to applicable members of leadership.	AA for RDH
<input type="checkbox"/>	A draft job description will be circulated for editing and finalization.	AA for RDH
<input type="checkbox"/>	A Search and Selection Committee will then be formed which should consist of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Regional Department Head</li> <li><input type="checkbox"/> Regional Division Head</li> <li><input type="checkbox"/> Head of Department (local)</li> <li><input type="checkbox"/> Local department members at the site</li> <li><input type="checkbox"/> Additional members that may have a relevant association with the position.</li> </ul>	S&S Committee
<input type="checkbox"/>	The Search and Selection Committee will establish the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A Chair for the committee as selected by the members.</li> <li><input type="checkbox"/> Terms of Reference (see example from Appendix 6 of Medical Staff Rules below).</li> <li><input type="checkbox"/> A posting for the vacancy.</li> <li><input type="checkbox"/> A closing date for the posting.</li> </ul> The posting and these details should be forwarded by the chair to the AA for the RDH.	S&S Committee
<input type="checkbox"/>	The position will be posted on the Medical Staff website and forwarded to Fraser Health Talent Acquisition – Physicians Portfolio (Physician Recruitment) who will assist in the development of a recruitment plan and manage external postings.	Medical Affairs & Talent Acquisition
<input type="checkbox"/>	Talent Acquisition will circulate eligible CV's to the Regional Department Head for review.	Talent Acquisition
<input type="checkbox"/>	Candidates are selected for an interview and a panel interview date is coordinated based on availability.	S&S Committee
<input type="checkbox"/>	Interview panel date is organized by the AA for the RDH. It is recommended that this be face-to-face / in-person meeting.	AA for RDH
<input type="checkbox"/>	A list of non-shortlisted candidates must be forwarded to Talent Acquisition who will notify them that they were not shortlisted for an interview.	S&S Chair & Talent and Acquisition
<input type="checkbox"/>	Interview room is booked (usually at the site of vacancy).	AA for RDH
<input type="checkbox"/>	Candidates selected for interview are invited by the AA of the RDH.	AA for RDH
<input type="checkbox"/>	CV's are collected and circulated to the interview panel.	AA for RDH
<input type="checkbox"/>	The Search and Selection Committee will establish the following prior to the interview: <ul style="list-style-type: none"> <li><input type="checkbox"/> Interview questions with numerical scores for all applicants</li> <li><input type="checkbox"/> Formal presentation by applicants may be permitted</li> </ul> All notes and scores must be documented on the interview question and ranking forms*.	S&S Committee
<input type="checkbox"/>	Interviews Conducted	S&S Committee

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### POST-INTERVIEW

<input checked="" type="checkbox"/>	Task	Responsible
<input type="checkbox"/>	Interview question and ranking forms must be completed by all Search and Selection Committee members and submitted to the Chair for submission to the AA of the RDH.	S&S Committee
<input type="checkbox"/>	A preferred candidate is selected verbally.	S&S Committee
<input type="checkbox"/>	A signed letter of offer* from the RDH is sent to the selected candidate. (Cc: HDL, RDivH, Credentialer, Talent Acquisition)	AA for RDH
<input type="checkbox"/>	Once the offer has been accepted, the RDH requests Medical Affairs to forward an Application for Appointment to the Medical Staff to the candidate, or recommends relevant changes to privileges if the candidate was an internal applicant.	RDH
<input type="checkbox"/>	An application is released to the candidate and the applicant will be credentialed and privileged as required.	Credentialing Department
<input type="checkbox"/>	Once the offer has been accepted, notification that the position has been filled will be sent to the other candidates that were interviewed.	AA for RDH
<input type="checkbox"/>	A Search and Selection Committee Summary* must be prepared and sent to the AA for the RDH.	S&S Chair
<input type="checkbox"/>	If the physician requires a work permit and/or sponsorship, then the appropriate paperwork will be completed. A letter of sponsorship/supervision will be sent to the College if the applicant is licensed under the Conditional or Provisional class by the College.	Talent Acquisition

**Please ensure that all documentation is forwarded to the Regional Department Head's Administrative Assistant overseeing the 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 Medical Staff Rules, section 3.2.1.6.

### **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. Guiding Principles**

As noted in Appendix 6 of the Medical Staff Rules, the committee is subject to the following principles:

- Administrative fairness to the candidates (e.g. 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.
- Selected candidate will be asked for the names of three referees for written and verbal references to be contacted by the Chair or delegate.
- Secondary references will be requested only with candidate consent. 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.