

PLEASE NOTE THIS PROCESS MUST BE FOLLOWED FOR ALL CANDIDATES – NO EXCEPTIONS

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/ba87f9c6-688f-451c-9f5d-a5b97278ef46/Medical-Staff-Rules-December-21,-2020,-updated.pdf.aspx/>
- Medical Staff Vacancy Impact Analysis form
<http://medicalstaff.fraserhealth.ca/getattachment/Organization/Strips/Leadership-Resources/Leadership-Resources/impact-analysis-v12-updated-082621.pdf.aspx/>

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.

Note: The following checklist incorporates aspects of Appendix 5 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 AA to obtain appropriate signatories, and to ensure the names are completed on the IA form	LDH AA for RDH
<input type="checkbox"/>	A Search and Selection Committee will be formed per Medical Staff Rules <ul style="list-style-type: none"> • Regional Department Head • Regional Division Head • Local Department Head • Local department members at the site • Additional members that may have a relevant association with the position. 	SS Chair or designate
<input type="checkbox"/>	The LDH RDH will establish the following: <ul style="list-style-type: none"> • A Chair for the Committee • Terms of Reference (see example from Appendix 6 of Medical Staff Rules below) • A posting for the vacancy (1) The AA will forward a draft version for job posting. (2) The Chair (LDH RDH) will provide posting language with the following details to the AA: <ul style="list-style-type: none"> • language specific to the vacancy • closing date (Talent Acquisitions prefers closing on Tuesdays or Thursdays) • anticipated start date (important as HMBC requires when posted to website) • compensation (obtained from Impact Analysis) • qualifications (important to provide any specific qualifications other than the usual) • Any other specialty websites to post to (ie., CAGS, OBGYN – providing examples) 	AA for RDH
<input type="checkbox"/>	The AA posts to the Medical Staff website and advises Talent Acquisitions if the posting should be added to any other websites other than HMBC (as per above)	AA for RDH
<input type="checkbox"/>	Talent Acquisition will circulate eligible CVs to the persons identified to receive, RDH, LDH, and copy the applicable AA assigned.	Talent Acquisition
<input type="checkbox"/>	All candidates meeting the requirements per the job posting description will be shortlisted by the SS Committee. The Chair will advise AA as to whom was not shortlisted, and the AA will advise Talent Acquisitions accordingly	SS Chair
<input type="checkbox"/>	Interview panel date is organized by the AA for the RDH. <ul style="list-style-type: none"> • Platform decided upon: In-person or virtual (during COVID – interviews are mostly virtual). • Book room at site, if in-person selected 	AA for RDH
<input type="checkbox"/>	Candidates selected to interview are invited by the AA of the RDH.	AA for RDH
<input type="checkbox"/>	The Chair will establish the following prior to the interview: <ul style="list-style-type: none"> • Interview questions with numerical scores for all applicants – send draft toolkit 	SS Committee
<input type="checkbox"/>	CVs, interview questions sent to SS Committee via email NOTE: all interview forms must be returned to the AA, as it is a requirement to keep on file for 10 years in Medical Affairs	AA for RDH

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POST-INTERVIEW

☑	Task	Responsible
☐	Interview toolkit to be returned to AA	SS Committee
☐	A preferred candidate is selected by the panel. <ul style="list-style-type: none"> • The Chair will inform the successful candidate, by phone email • The Chair will complete the motion summary and advise RDH RDHs AA 	SS Chair
☐	A signed offer letter* from the RDH is sent to the selected candidate, include anticipated start date. (cc: LDH, SMD, RDivH, Credentialer, Talent Acquisition) <ul style="list-style-type: none"> • Upon receipt of signed offer letter, RDH AA will forward to applicable medical staff credentialing coordinator and they will forward to successful candidate <i>Application for Appointment to Medical Staff</i> to complete and return to them OR update current privileges if already on staff 	AA for RDH
☐	An application is released to the candidate and the applicant will be credentialed and privileged as required.	Credentialing Department
☐	The Chair will advise the RDHs AA all unsuccessful candidates have been advised, and a “thank you” letter will be sent to each of them signed by the RDH.	AA for RDH
☐	If the physician requires a work permit or sponsorship, then the appropriate paperwork will be completed. <ul style="list-style-type: none"> • 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

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 5 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, and 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.