



## Medical Staff Human Resource Planning Committee

### Terms of Reference

#### **1 Authority:**

- a) The Medical Staff Human Resource Planning Committee is established by the FHA Board of Directors upon recommendation of HAMAC consistent with s. 8.3.1.1 and 9.1.1 of the Medical Staff Bylaws and s. 2.3.3 and 2.3.4 of the Medical Staff Rules.
- b) The Medical Staff Human Resource Planning Committee is established by the Board as “Medical Staff Committees” for the purposes of s. 41(1) of the *Hospital Act* and, as such, meet the definition of “committee” for the purposes of s. 51 of the *Evidence Act*.

#### **2 Accountability:**

The Medical Staff Human Resource Planning Committee is accountable to HAMAC.

#### **3 Purpose:**

- a) Review reports from Regional Departments regarding human resource requirements to meet the medical, dental, midwifery and nurse practitioner needs of the population served by the Fraser Health Authority and following the review provides advice to HAMAC

#### **4 Functions/Duties:**

- a) Assist Regional Departments in developing methodology for Medical Staff human resource planning.
- b) Coordinate Medical Staff human resource planning among Departments.
- c) Ensure that Medical Staff human resource planning is congruent with the population health care needs within FH.
- d) Coordinate Medical Staff human resource planning with FH Clinical Services Plans as developed by regional networks and facilities.
- e) Ensure Medical Staff human resource planning and recruitment is consistent, where appropriate, with FH's academic mandate to support educational and research activities of learners in the principal 4 Medical Staff professions.

**5 Composition:**

- Chair
- 3 or more RDH
- 1 SMD
- 1 MSA Pres
- Members at Large - Voting (HAMAC members only)
- Members at Large – Non-voting (unlimited)
- Others as determined by the committee.

**6 Appointment of Chair:**

The Chair will be recommended by HAMAC to the Board.

**7 Reporting:**

The Chair shall provide a report to HAMAC on a regular basis.

**8 Frequency of Meetings:**

The Committee shall meet at least five (5) times per year in alternating months and at the call of the Chair. Meeting dates and times will be established by the Chair in consultation with the Committee members.

**9 Governance/Quorum:**

- a) Motions require a vote and 50% of those voting members (or delegates) present in favour to pass.
- b) Voting members may appoint a Delegate who shall have all the privileges of voting, debate and participation in the proceedings to which the member is entitled.
- c) The Delegate shall hold a General Proxy (eg: Delegate has the right to vote as s/he sees fit on all issues and motions).
- d) A quorum will be 50% of the voting members (or Delegates) in attendance.
- e) A Delegate may be appointed for only 1 meeting and the appointment lapses after that meeting.

**10 Distribution of Minutes:**

- a) Minutes shall be kept of the meetings and deliberations and will be organized to ensure confidentiality.
- b) Minutes will be circulated to all Committee members.
- c) Minutes, with the exception of those recording *In Camera* business, will be made available to Medical Staff members.