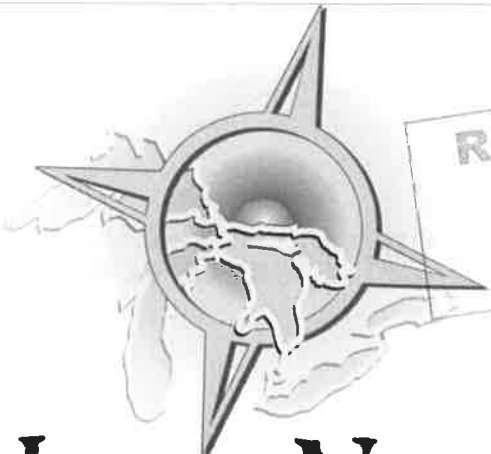




Huron North "East" Professional Recruitment & Retention Committee

June 4/17
(17-13)
8C-5

Huron North

March 22, 2017

11:30 AM

North Shore Health Network
BOARDROOM
Lunch can be picked up in the Cafeteria

ITEM	TOPIC <i>* Items marked with an asterisk indicate attachments included.</i>	LEAD	POLICY FORMATION	DECISION MAKING	MONITORING	INFORMATION	EDUCATION
1.0	CALL TO ORDER	S. Jensen		X			
2.0	REVIEW OF MINUTES*			X			
	2.1 Business Arising from the Minutes	S. Jensen			X		
3.0	RECRUITMENT COORDINATOR'S REPORT*					X	
	3.1 HNE 2017 Recruitment Budget	A. Ferreira		X			
4.0	ITEMS FOR INFORMATION & DISCUSSION						
	4.1 NSHN Board Update	C. Lee				X	
	4.2 Huron Shores Family Health Team Update	C. Barnes				X	
	4.3 Human Resources	C. Lee/D. Guimmond		X			
	4.4 Steering Committee	C. Lee				X	
	4.5 Formal Agreements	A. Ferreira	X				
	4.6 Terms of Reference & Chair Nominations	S. Jensen	X				
5.0	CONCLUSION					X	
	5.1 Next Meeting Date	S. Jensen		X			



HURON NORTH "EAST" PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE

Meeting Minutes

DATE: December 22, 2016

TIME: 11:00 AM

LOCATION: BOARDROOM

Present

Dr. C. Barnes
Mrs. B. Dunbar
Mr. G. Lavigne
Mr. R. Condie

Mr. D. Guimond
Mrs. S. Jensen (Chair)
Mrs. R. Peltier

Absent with Regrets

Mrs. N. Jones-Scissons

Recorder

Ms. A. Ferreira

THESE COMMENTS ARE THE INTERPRETATIONS OF THE RECORDER ONLY AND ARE NOT OFFICIAL UNTIL APPROVED.

1.0 CALL TO ORDER

Mrs. S. Jensen called the meeting to order at 11:02 AM.

2.0 REVIEW OF MINUTES

There was no meeting minutes presented, due to the fact that the prior meeting did not reach quorum.

3.0 RECRUITMENT COORDINATOR'S REPORT

Presented by Ms. A. Ferreira

The Recruitment Coordinator's report was circulated to all members with the following discussion points:

- Update on locums
- Update on residents & medical students
- Overview of Huron North website activity
- Update on HFO postings
- Flow charts to be created for each community

- Update on conferences and exhibits attended in October by Ms. M. Geoffroy
- Highlights from MMHA, Huron North West and Manitoulin Island
 - Ms. A. Ferreira travelled to each community on Manitoulin Island to visit/tour each practice/hospital on Manitoulin Island on Wednesday, December 7th and Thursday, December 8th, 2016.
 - Ms. A. Ferreira has visited and toured Thessalon with Ms. D. Latulippe and attended her first Huron North West Meeting on Monday, December 12, 2016.
 - Ms. A. Ferreira is set to visit Richards Landing and tour St. Joseph's island in January, along with attending the MMHA Board Meeting.
- Additional recruitment initiatives
 - The North Shore Health Network (NSHN; formally the Blind River District Health Centre) will be replacing the Huron North recruitment banners as they refer to the site's previous names
 - Mrs. A. Ferreira will also be rebranding the Huron North Website.
- Presented upcoming 2017 recruitment tours/conferences based on Ms. M. Geoffroy
- Presented the budget which showed a loss of \$1,176.00 for the registration fee for the Family Med Forum in Vancouver that was not attended due to the transition and hiring of the new recruiter.

4.0 ITEMS FOR INFORMATION AND DISCUSSION

4.1 NSHN BOARD UPDATE

Presented by Mr. G. Lavigne

- Financially, the NSHN was anticipating a deficit of \$600,000 which is now looking at \$1,000. The NSHN received Hospice Funding along with a \$500,000 grant for Rural Health Links Pilot project.
- The CEO Succession plan is now in process and the board is currently interviewing candidates and plans to have the new candidate in place for April 1, 2017. Mr. G. Lavigne's last day will be March 31, 2017.
- Occupancy at all sites has been low compared to 2015 where the occupancy was 112%.

4.2 HURON SHORES FAMILY HEALTH TEAM UPDATE

Presented by Dr. C. Barnes

- Funding for Health Links
- Hired KPMG to create a business plan, LHIN suggested KPMG to Mr. D. Guimond as they also created one for North Cochrane
- Blind River is actively recruiting for a full time physician
- Nurse Practitioner is in play

5.0 NEW BUSINESS

Mr. G. Lavigne proposed the Terms of Reference is reviewed, and an alternate committee member be nominated as Chair to reduce the perception of potential bias. Ms. A. Ferreira to include a review of the Terms of Reference and Chair nominations in the agenda for the next meeting in March.

6.0 CONCLUSION

MEETING ADJOURNED: Motion was made by Mr. G. Lavigne, and seconded by Mr. D. Guimond to adjourn the Huron North East Professional Recruitment and Retention Committee meeting at 11:35 AM.

MOTION CARRIED.

6.1 NEXT MEETING DATE

The next meeting will be held on **Wednesday, March 22, 2017 at 11:30 AM** in the North Shore Health Network's Boardroom.



HURON NORTH "EAST" PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE

Recruitment Coordinator Report March 15, 2017

1. LOCUMS

Dr.'s Renee Montpellier, Tyler Christie, Dominique Ansell, Jay Labbe, Dave Rowe, Molly Dingwall and Nicholas Jeeves provided coverage for the physicians from January to March 2017. Dr. Dingwall locumed for Dr. Shamas and Dr. Naccarato and received a Welcome Basket on behalf of the committee.

The On Call schedule has been created until September 31, 2017 and to date, Dr. Molly Dingwall will be returning to cover summer locums.

2. STUDENTS/RESIDENTS

Dr. Karen Tran is a U of T Resident PGY2 was here from January 9 – March 5, 2017. A tour was provided on January 23, 2017 to her and her husband which included a tour of Blind River, the Timber Village Museum along with lunch at Seventeen.

Brittanie Labelle and Jessica Gencarelli NOSM Students UGY2 were here from January 22 – February 18, 2017. Both students received a gym membership at *In Motion Fitness*, a tour of Blind River and the Timber Village Museum along with lunch at Pier 17 on January 26, 2017.

Dr. Amika Bahri is a U of T Resident PGY2 who is here from March 6 – April 28, 2017. She received a gym membership at *In Motion Fitness*, a tour of Blind River along with dinner at Pier Seventeen on March 9, 2017.

3. 4 MARY PLACE – LOCUM HOUSE

The responsibility of the locum house will now be coordinated by the recruiter and Alyssa will directly communicate with our new house keeper who was hired in December 2016. Should any issues arise, Dan Lewis will be contacted and Executive Assistant (Donna May) will provide back up if the recruiter is away. Responsibilities include coordinating dates with locum/students/residents, providing keys and welcome package to the guests, informing house keeper, updating shared calendar with EA,

invoice locums, and providing billing to finance. Alyssa will also be updating the information binder and contact information that is located in the upper and lower apartment.

Brittanie Labelle, Jessica Gencarelli, Dr. Dingwall, Dr. Bonin, Suzanne Salituri and Dr. Bahri have stayed in the locum house between January – March 2017.

4. HEALTH FORCE ONTARIO WEBSITE

Postings for locum positions and the fulltime permanent practice opportunity continue to be advertised on the HFO website along with our huronnorth.com recruitment website.

5. REPORT ON EXHIBITOR TRIPS – Alyssa Ferreira

Rural Ontario Medical Program (ROMP) Retreat: Blue Mountain Inn Resort – Thursday, February 9th and Friday, February 10th, 2017. The two-day recruitment event includes 1st and 2nd year Rural Stream Residents, along with PGY3 EM students from McMaster University and Queens University. On Thursday, February 9, 2017 each recruiter was given time to do a two minute introduction on their community to all the students and residents. Following introductions, recruiters set up their booths which then followed a dinner which included all recruiters, students, residents and preceptors. On Friday, February 10, 2017 the day began at 7:30am where students and residents had the opportunity to visit each booth during breakfast, breaks and lunch. Many physicians were interested in locum opportunities while 3 were interested in permanent empty practices.

Outside Quebec Career Day: Montreal, Quebec – Thursday, February 23rd, 2017. The one-day recruitment event included 1st and 2nd year Residents and specialist from the University of Montreal, McGill University and the University of Laval. On Thursday, February 23, 2017 the Career Day ran from 1pm-5:30pm. The residents were identified by wearing a green sticker for family medicine and an orange sticker for specialty. This made it easy to identify those interested in practicing family medicine. For the first 3.5 hours, I was constantly in conversation with many residents. Many of them needed to be educated on location, needs, practices, ER while also explaining the lifestyle in Northern Ontario. Just over 25 family physician packages were handed out, along with locum opportunities. Two individuals provided me with their contact information to arrange a site visit. This event is highly recommended for next year and is a great opportunity to find new physicians as they are looking to leave Quebec.

6. HURON NORTH “WEST” AND MANITOULIN PHYSICIAN RECRUITMENT AND RETENTION UPDATES

All locum requests until August 31, 2017 have been filled except for 1 week in March in Thessalon and Richards Landing. There is only 3 weeks left to fill on Manitoulin Island in Little Current.

7. ADDITIONAL RECRUITMENT INITIATIVES

Two new promotional banners were created and were covered by the North Shore Health Network which came out of the NSHN rebranding budget. The huronnorth.com website was also rebranded and highlights each community.

8. UPCOMING RECRUITMENT EVENTS

CASPR Conference: April 23 – 25, 2017 in Windsor, Ontario. CASPR members meet and collaborate on upcoming issues and trends in physician recruitment.

McMaster Kitchener/Waterloo Family Medicine Recruitment Event: Early October, 2017, in Kitchener. First and second year family medicine residents and their partners attend to gain info on practice & locum opportunities across Ontario.

Montfort Hospital Residents Day: Late October 2017, in Ottawa, Ontario. University of Ottawa Family Medicine Job Fair. Mandatory attendance for first and second year residents.

Family Medicine Forum: November 8-11, 2017, in Montreal, Quebec. Canada's largest conference for Family Physicians, includes CME, meetings, networking events, and exhibit.

University of Western Ontario Family Medicine Residents Retreat: Late November 2017, in Grand Bend, ON. Family Medicine Residents retreat, recruiter exhibit, and dinner with recruiters.

McMaster Hamilton Family Medicine Residents Block: December 2017, in Hamilton, ON. Mandatory attendance for first and second year Family Medicine Residents, includes research symposium and recruitment fair. Two days of travelling and one day of recruiting

Respectfully submitted by
Alyssa Ferreira
Recruitment Coordinator for Huron North

Recruitment & Retention Committees 2017 Calendar Year Budget

Item	Date	Account #	Finance Type	Total Shared	Huron North East	Huron North West	MMHA	MHC
Shared Costs								
Travel & Fees for Tours								
Outside Quebec Registration Fee	December-22-16	626000	Cheque Requisition	1506.17	376.54	376.54	376.54	376.54
ROMP Accommodations For February 9th @ Blue Mountain	January-18-17	626000	VISA	206.32	51.58	51.58	51.58	51.58
Cheque Requisition for ROMP Registration	January-30-17	626000	Cheque Requisition	250.00	62.50	62.50	62.50	62.50
ROMP Travel and Meals @ Blue Mountain	February 9 - 10, 2017	626000	Reimbursement	444.68	111.17	111.17	111.17	111.17
Hotel, Parking & Meal @ Hotel Le Germain - Montreal	February 22 - 24, 2017	626000	VISA	565.77	141.44	141.44	141.44	141.44
Outside Quebec Travel and Meals - Montreal	February 22 - 24, 2017	626000	Reimbursement	800.44	200.11	200.11	200.11	200.11
Family Medicine Forum Registration Fee	March-02-17	626000	Cheque Requisition	1,304.96	326.24	326.24	326.24	326.24
Total Budget:				15,000.00	3,750.00	3,750.00	3,750.00	3,750.00
Total Actual:				5,078.34	1,269.59	1,269.59	1,269.59	1,269.59
Advertising								
Website Fee - 3 Years Hosting	January-13-17	650900	VISA	388.28	97.07	97.07	97.07	97.07
Website Fee - domain: huronnorth.com	February-11-17	650900	VISA	18.19	4.55	4.55	4.55	4.55
Website Fee - Netfirms Plus Plan	February-11-17	650900	VISA	194.78	48.70	48.70	48.70	48.70
Website Fee - domain: huronnorth.ca	February-11-17	650900	VISA	17.53	4.38	4.38	4.38	4.38
Total Budget:				4,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total Actual:				618.78	154.70	154.70	154.70	154.70
General Supplies - Shared								
Huron North Business Cards	January-25-17	410900	VISA	31.62	7.91	7.91	7.91	7.91
Staples - Folders for Recruitment fairs	February-09-17	410900	VISA	29.11	7.28	7.28	7.28	7.28
Total Budget:				1,150.00	287.50	287.50	287.50	287.50
Total Actual:				60.73	15.18	15.18	15.18	15.18
Total Shared Budget:				20,150.00	5,037.50	5,037.50	5,037.50	5,037.50
Total Shared Actual (excluding wages):				5,757.85	1,439.46	1,439.46	1,439.46	1,439.46
Individual Costs								
Travel to meetings *								
MMHA Meeting in Richards Landing	January-09-17	624100	Reimbursement				112.69	
Manitoulin Committee Meeting in Mindemoya	February-06-17	624100	Reimbursement					167.40
Huron North West Committee Meeting in Thessalon	March-06-17	624100	Reimbursement			58.77		
MMHA Meeting in Richards Landing	March-13-17	624100	Reimbursement				106.67	
Total Budget:				200.00	380.00	190.00	630.00	
Total Actual:				0.00	58.77	219.36	167.40	
Site Visits/Tours/Baskets *								
Resident - Dr. Tran & Husband Tour of Blind River & Lunch	January-24-17	624100	Reimbursement		84.85			
Students - Jessica & Brittanie Tour of Blind River, Lunch & Gym Membership	January-26-17	624100	Reimbursement		217.07			
Dr. Dingwall Locum Basket & Supplies for baskets	February-08-17	624100	Reimbursement		54.52			
Dr. Hannah Shaheen & Husband Tour and Lunch	February-21-17	624100	Reimbursement			105.74		
Resident - Dr. Bahri Tour of Blind River, Gym Membership & Dinner	March-09-17	624100	Reimbursement		157.32			
Total Budget:				4,280.00	437.00	0.00	0.00	
Total Actual:				513.76	105.74	0.00	0.00	
Promotional Items *								
Total Budget:				5,000.00	0.00	0.00	0.00	
Total Actual:				0.00	0.00	0.00	0.00	
Stipends *								
Total Budget:				5,000.00	0.00	0.00	0.00	
Total Actual:				0.00	0.00	0.00	0.00	
Total Individual Budget:				14,480.00	817.00	190.00	630.00	
Total Individual Actual:				513.76	164.51	219.36	167.40	
Grand Total Budget (Shared + Individual Costs):				19,517.50	5,854.50	5,227.50	5,667.50	
Grand Total Actual (Shared + Individual Costs):				1,953.22	1,603.97	1,658.82	1,606.86	