

## PHYSICIAN RECRUITER

### Job Description

**Position Title:** Physician Recruiter

**Length:** Part-Time/Full-Time/Contract

**Location:** XXX

**Working arrangements:** Flexible working conditions with may include provincial travel up to several times per month to medical schools and Family Teaching Units etc.

### Purpose of Position:

The Physician Recruiter operationally report to funding members of the Joint Physician Recruitment and Retention Committee.

The Physician Recruiter is responsible for the administration and coordination of the overall physician recruitment and retention efforts for i.e., communities TBD.

### 1. Expected Deliverables:

To facilitate and coordinate recruitment activities for the Family Physicians for communities TBD for the purpose of locating, educating and retaining qualified primary care physicians.

1. To coordinate local activities with those of other programs involved in recruitment and retention of physicians in the X catchment of Ontario, most notably Health Force Ontario. LHINs, ROMP
2. To develop and maintain mechanisms for recruiting and retaining physicians in the i.e., communities TBD.
3. To develop, implement and maintain community profile data to serve as the primary registration point for physicians seeking placement.
4. To develop and maintain a database of health care professionals in the i.e., communities TBD.
5. To organize and distribute community promotional brochures and profile information to interested physician and medical school candidates. This may involve travel to health fairs and provincial primary care conferences to actively promote in the i.e., communities TBD. as a workplace area of first choice.
6. To organize and develop itineraries for community visits of prospective physicians and their families and active locums and their families. This would include actively liaising with families and coordinating the social and recreational activities of the site visit or locum stay.
7. To organize and facilitate monthly updates to the Joint Physician Recruitment and Retention Committee, advise committee members regarding recruitment activities to date.
8. To provide orientation to medical students, locums and physician recruits to i.e., communities TBD, including area services and recreational opportunities.
9. To support medical students to access recreational and social opportunities while they are in i.e., communities TBD. (recognizing that these medical students are future health care providers).
10. To provide information to the agencies and interested physicians on recruitment related issues while respecting confidentiality.
11. To act as an advocate for health professional's recruitment and retention in i.e., communities TBD, i.e., organizing and educating the community and other stakeholders/employers in collaboration with the subcommittee.
12. To promote and market the lifestyle and the health care practice advantages of the i.e., communities TBD. .
13. To provide data for appropriate, ongoing evaluation and assessment of the program.
14. To be the first point of contact for clinic locums and to act as the scheduler to organize coverage.  
**Not sure but a thought.**
15. To be the first point of contact for social coordination of medical school residents and students and to work with the physician medical student coordinator to coordinate local recreational opportunities. Work with Medical School personnel to take advantage of Rural programs such as Schulich's Discovery week

16. Develop unique marketing tools (tradeshow displays, video, website and e-digital information) as required.
17. Act as a primary contact and ensure clear communication amongst several groups including the FHOs, FHTs, Hospital, Medical Staff and community at large i.e., communities TBD.
18. Provide continued assistance to new hire physicians in becoming acclimated to the community during their transition.
19. Other duties as assigned.

## **2. Human Resources**

1. Not responsible for the supervision of others, unless the individual assisting you with the implementation of a program/event etc.

## **3. Financial Resources**

2. Makes recommendations to funding members of the Joint Physician Recruitment and Retention Committee in regard to the annual operational and capital budgets associated with the Physician Recruitment and Retention activities. Monitors approved budgets to ensure that appropriate spending limits within their responsibility are adhered to.
3. Ensures the issuance of all bills and the collection of all accounts pertaining Physician Recruitment and Retention activities.
4. Researches and pursues available funding for the program's activities.
5. Ensures that required approvals are obtained for items other than regular stock items and for non-budgeted expenditures.
6. Report financial information after special events and functions.

## **4. Material Resources**

1. Responsible for the proper usage of miscellaneous office equipment.

## **5. Qualifications**

1. Post-Secondary education in Marketing, Communications, Human Resources, a related program or an equivalent combination of education, training and experience such as Healthcare, Pharmaceutical Sales, or Economic Development
2. Experience working with Community Boards or Committees, Physicians.
3. Understanding of current health care environment and special issues facing the i.e., communities TBD.
4. Excellent communication and social media skills (oral and written), analytical and presentation skills, facilitation, organizational skills, computer expertise, negotiations skills.
5. Excellent organizational and time management skills to handle heavy workload and meet rigid deadlines.
6. High level of initiative, creativity and independent judgment and proven ability to work with minimal supervision.
7. A valid driver's license, access to an insured vehicle and as a precondition of employment, the prospective candidate will be required to undergo a criminal records name check prior to or at any time following hire.

## **6. Physical Effort and Skill**

1. Requires manual dexterity to operate computer and office equipment.
2. Some heavy lifting may be required during setup and take-down of special events.

## **7. Decision Making and Judgement**

1. Works under the direction of the North East Grey Health Clinics Physician Recruitment and Retention Sub-Committee. Access is available to other municipal counterparts through professional and personal associations for the exchange of information as necessary. Access is also available to the municipalities' policies and procedures, legal counsel, by-laws, Provincial Statutes and Regulations to obtain assistance or direction in dealing with problems or concerns.
2. Judgement is exercised in:
  - Prioritizing workload to ensure deadlines are met.
  - Ensuring the accuracy of all information provided to the municipalities and committee.

## **8. Interpersonal Skills/Contacts**

The job requires excellent interpersonal skills to interact with internal/external individuals and agencies, the general public and government agencies to provide and receive information and referrals regarding recreational and economic development operations and to respond politely and effectively to inquiries.

### **8.1 Internal**

1. With peers for the purpose of sharing information to complete work assignments.
2. With committee members to provide and exchange information and suggestions on how best to operate Physician Recruitment and Retention initiatives.

### **8.2 External**

1. With potential candidates and the general public to provide information and direct inquiries to the appropriate bodies.
2. With potential candidates to negotiate the appropriate service contracts.
3. With various agencies to obtain information on available funding for physician recruitment and retention initiatives.
4. With employees from other municipalities and organizations to discuss different physician recruitment and retention initiatives.
5. With provincial ministries to negotiate grants, seek advice, exchange and obtain information.

## **WORKING CONDITIONS**

### **9. Environment**

In most circumstances works in a clean home-based office environment, however scheduled events/activities may require attendance at varied locations outside the office. Town office space maybe available as appropriate.

### **10. Control over Work Schedule**

1. Depending upon the event and activity schedule, the individual may be required to work varied and flexible hours, which at times may be convened outside of normal working hours.
2. Regularly attends Council and Committee meetings, which may be convened outside of normal working hours.
3. Work schedule subject to shifting priorities of the Committee and deadlines.
4. Out of town travel is required.