

Manager, Physician Recruitment

Posting:	046-053-2024	Status:	Full Time
Wage Range:	\$90,363 - \$111,130	Closes:	August 16, 2024

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email: human.resources@cityssm.on.ca

Subject line: 046-053-2024 Manager, Physician Recruitment



Last Updated:	Sault Area Hospital Job Description	Approved by:
July 2024	Manager, SSM Physician Recruitment & Retention Program	Dr. James Chan, Medical Affairs & Research

Summary of Position:

The Manager of the Sault Ste. Marie Physician Recruitment and Retention Program provides physician recruitment leadership, guidance and support for the recruitment and retention of all physician human resources needs for the City of Sault Ste. Marie.

This position reports to the Chair of the Sault Ste. Marie Physician Recruitment & Retention Committee with Sault Area Hospital (SAH) policy adherence responsibility reporting to the Director of Medical Affairs & Research.

Job Duty - Operations:

- Collaborates with SAH, the Algoma District Medical Group (for the Group Health Centre), and the Algoma West Academy of Medicine in the development and maintenance of current workforce profile, identifying needs, vacancies and anticipated retirements.
- Facilitates and coordinates physician recruitment and retention activities for the City of Sault Ste. Marie according to the professional staff (physician) human resource plan with input from various community partners.
- Develops and maintains a marketing plan including pertinent online and print materials, trade show displays, advertising, and other initiatives based on established recruitment priorities. This includes all social media marketing via Facebook, Twitter, Instagram, etc.

- Collaborates with various medical leaders to identify and address specific department physician human resource needs in order to develop recruitment strategies.
- Maintains knowledge and understanding of the current licensing requirements and various pathways to licensure in Ontario through the College of Physicians and Surgeons of Ontario (CPSO).
- Reviews and screens all potential candidates for suitability ensuring potential licensure with the CPSO.
- Coordinates and participates in all interviews with physician candidates and medical leadership.
- Collaborates with Northern Ontario School of Medicine (NOSM) to facilitate academic licensing arrangements when necessary.
- Collaborates with the NOSM/Physician Recruitment Coordinator to facilitate faculty appointments for all recruited physicians.
- Prepares and administers all physician contracts related to the SSM Physician Recruitment program and SAH physician offer letters.
- Prepares all applications for Labour Market Impact Assessment submissions for Temporary Foreign Worker (TFW) Program and ensures SAH compliance with the TFW Program.
- Liaises with the Ministry of Health and Ontario Health for funding supports for Community Assessment Visits, the Northern and Rural Recruitment and Retention Initiative, promotion of available practice opportunities, etc.
- Maintains current knowledge of best practices and benchmarks relevant to the delivery of physician recruitment and retention services through membership with the Canadian Association of Staff Physician Recruiters.
- Develops an annual calendar of recruitment activities and events—coordinating with NOSM, Ministry of Health & Long Term Care and Ontario Health (HealthForce Ontario).
- Communicates regularly with recruited physicians to assess level of satisfaction with practice and implements improvements as necessary.
- Collaborates with community partners to maintain extensive knowledge of community resources including schools, spousal employment opportunities and cultural supports.
- Collaborates with partner organizations to assist with the development of career pathways for international medical graduates
- Participates in community committees to benefit physician recruitment and retention (e.g., City of SSM Spousal Employment Committee, SAH Medical Staff Wellness Committee, etc.).
- Plans and attends annual physician retention events including the annual Golf and Physician Dinner and Family Winter Day.
- Collaborates with the SAH Locum Coordinator for activities in support of physician recruitment. This includes locum advertisement support, assisting locums as part of the recruitment process, and maintaining open communication regarding potential physician recruitment or locum opportunities.
- Manages and promotes the Summer Studentship Program and its participants in collaboration with NOSM for medical students from Sault Ste. Marie.
- Maintains statistical information of potential recruits.
- Prepares bi-monthly SSM Physician Recruitment & Retention Committee meeting reports, current financial report and other relevant information.
- Provides cross-coverage with the NOSM Site Administrative Coordinator role ensuring departmental duties are maintained at all times in both areas.
- Ensures that department policies, procedures, systems and accountability measures are in place.

Job Duty – Customer Service and Communications:

- Promotes the community through site visits for physicians and their families.
- Manages, prepares and plans customized site visits including all meetings as appropriate with administrative and medical staff, spousal employment options, community tours, daycare and school tours, real estate exploration, as well as social events during the visit.
- Communicates with physicians following site visits to ascertain feedback and discuss next steps in the recruitment process.
- Manages, prepares and plans settlement activities for physicians and families relocating to Sault Ste. Marie.

- Provides guidance and information when needed beyond the recruitment process for both physicians and their families.
- Creates welcoming, safe and inclusive environment for all physicians and medical learners.
- Collaborates with various community organizations to assist in the settlement of physicians.
- Assists medical learners in community settlement including housing assistance, recreational and social activities.
- Provides service after regular business hours as necessary.

Job Duty - Finance:

- Develops an annual budget for the recruitment program based on the contributions of the partners confirmed through the Operating Service Agreement.
- Prepares and presents the budget and supporting documentation and statistics for approval to the SSM Physician Recruitment Committee, its partners and for City Council on an annual basis.
- Approves, submits and monitors expenses related to the day to day operations of the recruitment program and NOSM ensuring adherence to all SAH policies and procedures.
- Reconciles program expenses with SAH finance department on a monthly basis in preparation of billing.
- Ensures all functions of payroll including vacation requests are completed as required ensuring coverage for both areas of responsibility.

Job Duty - Supervision:

- Supervises the NOSM/SSM Physician Recruitment Coordinator position.
- Supports and role models a service culture and iCcare Values.
- Gives people clear instructions, clarifies standards and expectations and ensures individuals understand their role responsibilities.
- Gives corrective feedback in private when performance does not meet standards.
- Ensures the group or individual team members have the necessary information to do their job.
- Actively listens to and involves employees in the change process.
- Champions and establishes an inclusive, diverse and supportive environment.
- Leads, coaches, mentors and develops direct reports.
- Takes swift and appropriate action when performance of direct reports is not aligned with organizational values.
- Conducts performance reviews for direct reports.
- Engages staff to create a positive working environment, including regular and ongoing communication.
- Manages performance concerns in collaboration with Human Resources, including the authority to implement verbal, written and suspension level disciplinary decisions with the support of Human Resources. Recommends and proceeds with termination with appropriate approvals.
- Ensures employees are following organizational policies, procedures and guidelines in the performance of their duties.
- Coordinates the work of staff and ensures all work meets established quality standards.
- Functions as a professional role model demonstrating good interpersonal skills and a commitment to self-growth and development.
- Supports staff inter-professional collaboration.

Staffing and Licensing Requirements:

- Minimum Bachelor's degree in related field, College Diploma in Administration/Business from a post-secondary institute with Canadian accreditation or its equivalent in knowledge and experience with at least 5 years of progressive senior administrative experience with professional medical staff.

Health, Safety and Wellness:

Managers are responsible for the following health and safety duties:

- Accountable for the occupational health and safety of the employees within their respective area.

- Must be familiar with the applicable requirements of the Occupational Health and Safety Act and Regulations, and ensure compliance.
- Determines and implements appropriate departmental Health and Safety policies and procedures.
- Understands and enforces organizational Health and Safety Policies and Procedures.
- Completes department risk assessments as required, identify hazards and work collaboratively with the team to eliminate, mitigate and/or reduce hazards. Ensure ongoing monitoring, checking and reassessment of risk as required.
- Ensures employees wear the appropriate and required personal protective equipment.
- Advises each worker of the existence of any known potential or actual danger to their health and safety.
- Investigates and determines the root cause of all accidents and injuries, as well as initiate or recommend corrective action.
- Takes every precaution reasonable in the circumstance for the protection of a worker.
- Ensures workers receive proper training and instructions prior to commencement of work.
- Identifies and informs superiors of occupational health and safety concerns.

All SAH employees are responsible for the following health and safety duties:

- To know, understand and comply with the rules, regulations, requirements and procedures of Sault Area Hospitals' *Health and Safety Program*, the *Occupational Health and Safety Act*, *Highway Traffic Act*, *Workplace Safety and Insurance Act* and other legislation, as appropriate.
- To be familiar with, and comply with, departmental standards, practices and procedures.
- To ensure all equipment is maintained in good order and to see that worn out or damaged equipment is reported and/or replaced immediately.
- To use personal protective equipment and safety devices as required by Sault Area Hospital and by legislation.
- To work at all times in a safe and careful manner.
- To advise the manager/supervisor or delegate immediately of any unsafe condition, or practice, any violation of safety legislation, or any infraction of the Hospitals' safety rules and regulations.
- To advise the manager/supervisor or delegate immediately when a work-related accident, injury or occupational illness has occurred.
- To advise the manager/supervisor or delegate when a work-related injury or occupational illness makes it necessary to seek a medical attention.
- To participate in and contribute to the effectiveness of the SAH Joint Health and Safety Committee.
- To practice good housekeeping in all hospital areas, keeping it safe and orderly by placing waste and garbage in receptacles or places provided, by safely placing or stacking of materials, and by clean-up after job completion.