



POSITION DESCRIPTION

POSITION TITLE: Physician Recruitment Officer **DEPARTMENT:** Medical Administration
CLASSIFICATION: Physician Recruitment Officer **APPROVED BY:** Regional Lead - Medical
Services & Chief Medical Officer
UNION: Out of Scope **DATE APPROVED:** September 23, 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Chief Medical Officer

POSITION PURPOSE

Reporting to the Chief Medical Officer, the Physician Recruitment Officer will champion recruitment and retention activities within the Southern Health-Santé Sud (SHSS) and will develop a short-term and long-term strategy in support of same. The successful candidate will be an ambassador of the SHSS and will interact with Medical students, Residents and practicing Physicians, as well as other medical providers to promote practice and employment opportunities in the region. In support of both immediate and future recruitment needs, they will assume primary responsibility for the coordination and execution of job fairs, promotional events and special initiatives focused on showcasing and promoting the region. The individual will establish and maintain strong relationships with candidates and will develop a formal strategy to ensure that those who visit or practice in the SHSS have an outstanding experience. The position will also partner with both local Physicians and community groups to increase understanding of and involvement in Physician recruitment. Statistical tracking and supporting resource management will also be required.

The incumbent exercises the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Coordinate and develop media releases and social media posts to promote opportunities and or initiatives being worked on by medical administration.
- Coordinate and jointly deliver presentations to medical students.
- Coordinate and jointly deliver presentations to residents on onboarding to the region with a focus on privileging and credentialing.
- Coordinate and review physician job postings regularly.

- Develop short-term and long-term recruitment and retention strategies.
- Coordinate/oversee the University of Manitoba Rural Week for first year medical students while promoting an ongoing relationship between students and sites. Co-ordinate/oversee on a case by case basis the University of Ottawa Community Week requests for up to two first year medical students while promoting an ongoing relationship between students and sites. Coordinate/oversee large scale physician recruitment events (eg. Resident Retreats, etc.)
- Establish and maintain strong relationships with Physician candidates.
- In partnership with local Physicians, Clinical Team Managers and communities, develop a strategy to ensure candidates who visit or undertake learning in the region, have an outstanding experience.
- Lead and participate in provincial and national job fairs, promotional events and special initiatives focused on showcasing and promoting the region.
- Negotiate practice overhead arrangements and compensation within approved parameters.
- Oversee and maintain regional onboarding process documentation and guidelines.
- Oversee and participate in Rural Investment Group (RIG) events.
- Oversee and participate in site visits of potential physicians and international recruitment visits.
- Oversee the selection of Home for the Summer Medical Students and promote an ongoing relationship between the students and the region.
- Participate in the International Medical Graduate sponsorship interviews and make selection decisions with the input of the CMO or Physician representative.
- Plan, manage and monitor recruitment budget.
- Promote practice and employment opportunities in the region to Medical students, Residents and practicing Physicians.
- Provide input on media requests related to physician shortages and recruitment.
- Report on recruitment activities and successes as requested by the RHA Board, communities, etc.
- Sourcing and recruiting Physicians.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Performance measured against the above-identified essential functions and basic duties.
2. Exercises initiative in carrying out tasks and demonstrated sound judgment and excellent time management skills in determining the methods to apply to tasks.
3. The position functions in a manner that is consistent with the mission, vision and core values and the policies of Southern Health-Santé Sud.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post-secondary education relevant to the position.

KNOWLEDGE REQUIRED:

- Knowledge of Physician practices within health system.
- Knowledge of computer systems and current and related software applications required.
- Proficiency in Microsoft Office applications, i.e. Word, Excel, Power Point, Outlook.
- Knowledge and experience working with office equipment.

EXPERIENCE REQUIRED:

- Minimum three (3) years' experience in physician practices within health system.
- Experience in human resources or business management fields an asset.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Ability to build and maintain positive working relationships and to work in a multidisciplinary team-based environment.
- Ability to work with a variety of sensitive information and to maintain confidentiality.
- Advanced knowledge of the Medical Staff By-Laws, Rules & Regulations including the Doctor's Manitoba Collective Agreement.
- Demonstrated ability in oral and written communication and problem-solving.
- Demonstrated ability in relationship building and exceptional interpersonal skills.
- Demonstrated ability in strategic planning, problem-solving team-work.
- Demonstrated strong organizational and presentation skills.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- Functions autonomously and as a team-player on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- Will be required to travel nationally and or internationally as duties may require.
- May work occasionally evenings and weekends as necessary.
- No hazardous or significantly unpleasant conditions.

SALARY SCALE:

As per Non-Union salary scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally

related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.