

SEAMO POLICY

**Subject: Strategic Priorities and Recruitment
Committee Terms of Reference**

Number: 01-21

Approved by: SEAMO Governing Committee

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1 Purpose

The Strategic Priorities and Recruitment Committee is a Subcommittee of the SEAMO Governing Committee and shall oversee and advise the Governing Committee in two principal areas:

- 1.1. The development of strategic priorities that align with, and support, the strategic plans and operational objectives of the Signatories
- 1.2. The establishment and implementation of a center-wide physician staffing and recruitment plan

2 Responsibilities

The Subcommittee shall:

- 2.1. Develop and implement the processes through which SEAMO establishes its strategic priorities and physician-staffing plan.
- 2.2. Ensure that the strategic priorities and staffing plan are revised appropriately on an ongoing basis in accordance with:
 - 2.2.1. Changes to the strategic plans and operational objectives of the Signatories;
 - 2.2.2. SEAMO's achievement of clinical and academic objectives; and,
 - 2.2.3. New threats and opportunities in the strategic environment.
- 2.3. Review all proposals to recruit to newly established and vacated physician positions for the purpose of recommending either recruitment or, as appropriate, the strategic reallocation of the position's funding within SEAMO. In conducting this assessment, the Subcommittee shall consider at a minimum:
 - 2.3.1. SEAMO Signatories' strategic priorities and staffing plan.
 - 2.3.2. The staffing plan of the department in which the position resides.
 - 2.3.3. The productivity of the department in which the position resides with respect to its clinical and academic deliverables.
 - 2.3.4. The impact of the withdrawal of a position from a department including effects on its ability to meet its clinical and academic deliverables.
- 2.4. Ensure that decision-making parameters, accountabilities and communication channels are in place for the effective implementation of the physician recruitment review process.
- 2.5. Establish mechanisms for monitoring and objective assessment of the implementation of strategy and conduct periodic reviews of strategy implementation.

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- 2.6. In discharging its responsibilities, the Subcommittee:
 - 2.6.1. Shall meet at least quarterly and with sufficient frequency so as not to unduly delay recruitment decisions.
 - 2.6.2. Shall report to the Governing Committee at least quarterly.
 - 2.6.3. Shall review its Terms of Reference regularly.
 - 2.6.4. Shall operate in close collaboration with standing Subcommittees of the Governing Committee.

3 Membership

Membership shall include:

- 3.1. The Chief Executive Officer of SEAMO, who shall serve as a non-voting Chair.
- 3.2. Two voting representatives from each of the Signatory Organizations as follows:
 - 3.2.1. Kingston General Hospital
 - 3.2.2. Hotel Dieu Hospital
 - 3.2.3. Providence Care
 - 3.2.4. Clinical Teachers Association of Queen's University (CTAQ)
 - 3.2.5. Queen's University
- 3.3. In addition, each organization will identify two alternates. The alternates may attend in place of either member and will have the authority to vote by proxy.
- 3.4. Two-thirds of the membership must be in attendance to proceed with a decision.
- 3.5. The Executive Director of SEAMO (non-voting member).