



## **POSITION DESCRIPTION**

**POSITION TITLE:** PHYSICIAN RECRUITMENT OFFICER

**DEPARTMENT:** PHYSICIAN SERVICES

**CLASSIFICATION:**

**UNION:** NON UNION

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** SUPERVISOR MEDICAL SERVICES

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## **POSITION SUMMARY**

Reporting to the Supervisor Medical Services, the Physician Recruitment Officer will champion recruitment and retention activities within the Interlake-Eastern Regional Health Authority (IERHA) and will develop a short-term and long-term strategy in support of same. The successful candidate will be an ambassador of the IERHA 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 IERHA 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 position of Physician Recruitment Officer functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## **ESSENTIAL FUNCTIONS AND DUTIES**

Function and duties include but are not limited to the following:

- Develop short-term and long-term recruitment and retention strategies.
- Promote practice and employment opportunities in the region to Medical students, Residents and practicing Physicians.
- Sourcing and recruiting Physicians.
- Participate in the International Medical Graduate sponsorship interviews and make selection decisions with the input of the CMO or Physician representative.
- Serve as the RHA lead on the Physician Recruitment Committee, comprised of a working group of local physicians who have partnered with the RHA on recruitment strategies and activities.
- 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 job fairs, promotional events and special initiatives focused on showcasing and promoting the region.
- Co-ordinate/oversee large scale physician recruitment events (eg. Resident Retreats, etc.)
- Oversee and participate in Rural Investment Group (RIG) events.
- Oversee the selection of Home for the Summer Medical Students and promote an ongoing relationship between the students and the region.
- Coordinate and jointly deliver Med 1 and 2 presentations.
- Oversee and participate in international recruitment visits.
- Negotiate practice overhead arrangements and compensation within approved parameters.
- Plan, manage and monitor recruitment budget.
- Report on recruitment activities and successes as requested by the RHA Board, communities, etc.
- Provide input on media requests related to physician shortages and recruitment.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Post-secondary education relevant to the position.

**REQUIRED KNOWLEDGE:**

- Knowledge of Physician practices within health system.
- Knowledge of computer systems and current and related software applications required.

**EXPERIENCE REQUIRED:**

- Minimum two (2) years' experience in Physician practices within health system.
- Experience in human resources or business management fields an asset.

**SKILLS/COMPETENCIES:**

- Demonstrated ability in oral and written communication and problem-solving.
  - Demonstrated ability in relationship building and exceptional interpersonal skills.
  - Demonstrated strong organizational and presentation skills.
  - Demonstrated ability in strategic planning, problem-solving team-work.
  - Ability to work with a variety of sensitive information and to maintain confidentiality.
  - Ability to build and maintain positive working relationships and to work in a multidisciplinary team based environment.
  - Valid drivers license and vehicle as travel throughout the region is required.
  - Good physical and mental health to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: February, 2018  
Date

Revised: July 2022  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources Date

*Position 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.*