

## **Terms of Reference SPPARC**

**Purpose:** The purpose of the South Peace Professional Attraction and Retention Committee is to build a sustainable system for healthcare providers attraction, recruitment support, and retention that facilitates ongoing health services in our region.

### **Objectives:**

1. To provide support for healthcare providers through attraction and retention resulting in no vacancies.
2. To enhance retention of healthcare providers in our communities by focusing on:
  - helping the healthcare provider settle into our various communities.
  - assisting families of healthcare providers integrate into their chosen community.
  - support the development of a transitional plan in advance of healthcare providers leaving their position.
3. To facilitate community involvement in the attraction and retention process together with AHS (Susan Smith), RhPAP (Holly Handfield), Saddle Hills PCN, Physicians, Allied Health (*others we feel we want to list eg. Public Health*).

### **Outcomes:**

1. Access to healthcare will be consistent in our region.
2. Healthcare providers will choose to come to our region.
3. Healthcare providers and their families are fully integrated into their chosen community.
4. All healthcare providers feel welcomed, appreciated and valued.

### **Membership:**

1. The committee will consist of the following members
  - AHS Representative (1) Susan - non voting
  - RhPAP Rural Community Consultant (1) Holly - non voting
  - Elected official reps. from all municipalities within the region with a medical facility
  - Health Care Provider Rep or designate (1) One member appointed by the PCN - non voting
  - One Admin support provided by one member municipality – non voting
  - Two members at large vetted by the Executive. (These individuals will show a keen interest in our goals and can come from anywhere within the region)
  - May include additional healthcare providers invited by SPPARC
2. The Committee will appoint from within its members, by vote, the following positions: An Executive consisting of Chair, Vice-Chair, Secretary, and Treasurer. These positions will be held for three years to a maximum of six years consecutively. Ideally, the executive positions will be elected in staggered years so there is always overlap within the leadership team. Chair and Secretary will be voted on in starting 2022 (then 2025, 2028, etc) and Vice-Chair and Treasurer in 2023 (then 2026, 2029, etc).

3. The committee may establish working groups for specific functions. All working groups will report back to the Committee.

**Decision Making:**

The committee will function with a collaborative process. This means that all parties will participate equally and decision making will seek to have full agreement from the membership on the course of action to be followed. The Chair can call for a motion once fulsome discussion has taken place, even if consensus is not possible.

**Meetings:**

- Regular meetings will be held quarterly on the **third Thursday** of the month at 7:00 pm. Meetings will occur in January, April, July, and October.
- Locations will be rotated throughout the region.
- The agenda will be developed by the Chair (asking for input from members) and distributed a week before the meeting.
- Quorum will be a simple majority of voting members.
- Minutes will be distributed to committee members within two weeks of the meeting.
- Meetings are not open to the public. Public can request to be put on the agenda.

**Communication:**

The Chair or designate shall be the sole spokesperson for the committee. A designate will clear information with the Chair before it is released.