

Surrey-North Delta Division of Family Practice Recruitment & Retention Committee - Ethical Recruitment Principles

Ethics is an integral part of the recruitment process. As such, participation in the Surrey-North Delta (SND) Division of Family Practice Recruitment Program requires recruiting practices, physician candidates, and the Division to provide accurate, timely, and balanced information to facilitate informed decision making and to foster a positive recruitment experience for all involved.

Throughout the recruitment process, the actions of recruiting practices and candidates must demonstrate a respect for the individuals involved and the time and expense associated with the recruitment process.

The Division supports the following principles for the recruitment of family physicians

1. Do not interfere with recruitment efforts of other practices and communities
2. Strive for physician sustainability in the community
3. Do not discriminate against or mistreat recruitment candidates
4. Promote cooperation between recruiting practices, communities, candidates, and the SND Division for mutual benefit
5. Support practices/communities that have relatively challenged physician supply
6. Collect sufficient data to make informed decisions
7. Freely share information that will assist others within the SND Division, as a top priority, and subsequently with others (including other Divisions), as required.

Recruiting Practices

When advertising your practice and discussing the practice opportunity with candidates and the Division, ensure you are working within the following guidelines:

1. Advertising should accurately reflect your practice
2. Terms and conditions of the position should include the responsibilities and accountabilities that you expect and require of the physician position, and the specific terms and conditions that you can offer the new physician.
3. In a timely manner, accurately, and fully disclose all circumstances (including issues) re: the practice.
4. Verify remuneration and special compensation arrangements for mutual understanding of expectations and commitments
5. Inform candidates and the Division's Recruitment Coordinator, in a timely manner, of any changes to the terms and conditions
6. Inform the Division's Recruitment Coordinator whether you are working with a private recruiter to support your recruitment efforts

Terms and conditions include:

- Fee for service - anticipated annual remuneration
- Alternative payment arrangement of contract
- Practice/ recruitment benefits
- Locum or permanent (dates and duration)
- Overhead costs and responsibilities
- Hours of work expected and anticipated
- On-call expectations
- Vacation and education leaves
- Accommodation options and transportation

- Other details regarding the specific characteristics and expectations of the practice, colleagues, and community.

Other elements for discussion

- Letter of Offer
- Labour Market Impact Assessment (and other relevant assessments)
- Contract
- Candidates

Candidates

When discussing your practice goals with recruiting practices and the Division ensure that you:

1. Accurately and fully disclose your experience, education, qualifications, licensure status, and practice intentions
2. In a timely manner, accurately and fully disclose all circumstances that could impact a the recruitment decision.
3. Reveal any pending or active complaints registered with the College of Physicians and Surgeons of BC
4. Disclose whether you are entertaining other practice opportunities within or outside of the community
5. Disclose whether you have verbally or in writing committed to practice with another practice (or practices) within or outside of the community.
6. Complete a brief Division survey, in a timely manner, about your recruitment experience (after recruitment has been finalized).

Division

When advertising practices and discussing practice opportunities with candidates and the recruiting practices (eligible Division members), ensure you are working within the following guidelines:

1. Advertising (on Health Match BC, at physician conferences) should accurately reflect each practice (as approved, in writing, by each practice)
2. Introduce all candidates to all appropriate practice opportunities in the community
 - For eligible Division members only
3. Maintain regular, ongoing communication with interested candidates and recruiting practices re: status of the recruitment process
4. For community tours and interviews, work with candidates and recruiting practices to develop a process that is agreeable to each party (in accordance with other recruitment guidelines)
5. Inform all parties of recruitment tools available from the Division and the benefit of the tools
 - Offer letter template
 - Physician agreement/contract
6. Inform candidates and the Division's Recruitment Coordinator, in a timely manner, of any changes to the terms and conditions
7. Support the transition and retention process for new recruits and recruiting practices

Physician/Candidate/Division Agreement to participate in the Surrey-North Delta Division Recruitment and Retention Program

Recruiting practices and physicians wishing to participate in the Surrey-North Delta recruitment and retention program are required to sign the Agreement below.

Those who sign the agreement and do not abide by the Principles will be assessed for future eligibility in accordance with the *Surrey-North Delta Recruitment Support Policy* for clinics in Surrey and North Delta.

Recruiting practices and candidates not willing to sign the Agreement will be ineligible to participate in the recruitment and retention program.

Recruiting Practice

I, Dr. [insert first, last name], agree to abide by the recruitment and retention principles, described above, in order to participate in the Division's recruitment and retention program.

Name:

Signature:

Witness

Name:

Signature

Date:

Candidate/Incumbent

I, Dr. [insert first, last name], agree to abide by the recruitment and retention guidelines, described above, in order to participate in the Division's recruitment and retention program.

Name:

Signature:

Witness

Name:

Signature

Date:

Division

I, Dr. [insert first, last name], agree to abide by the recruitment and retention guidelines, described above, in order to support participation in the Division's recruitment and retention program.

Name:

Signature:

Witness

Name:

Signature

Date:

Note: All parties to initial each page of the document.