

# CHECKLIST – MEDICAL LEADERSHIP RECRUITMENT, OFFER, AND CONTRACT PROCESS (OPERATIONAL)

## KEY CONTACTS

Medical Staff Contract Management Team (MSCM) – [PhysicianContracts@viha.ca](mailto:PhysicianContracts@viha.ca)

Medical Staff Recruitment Team (MSR) – [Physicians@viha.ca](mailto:Physicians@viha.ca)

Medical Staff Governance Team (MSG) – [MedStaffGovernance@viha.ca](mailto:MedStaffGovernance@viha.ca)

Medical Staff Engagement & Development (MED) – [MedStaffDevelopment@viha.ca](mailto:MedStaffDevelopment@viha.ca)

## UPON NOTIFICATION OF RESIGNATION OR TERMINATION OF CONTRACT:

- Notify the Medical Staff Contract Management Team
  - Provide a copy of the written notice of resignation
  
- Review the Deliverables in the Existing Contract & Revise (if available)
  - You will be provided a copy of the existing specific deliverables in the contract to review, if available. Review and determine any changes required prior to initiating the recruitment of a replacement

## TO RECRUIT FOR A POSITION:

- Contact the Medical Staff Recruitment Team
  - The MSR team will work with you to develop the posting and will post the position and collect applications on your behalf
  - The position must be posted for a minimum of two weeks before you can proceed to the next step
- Determine a Shortlist of Candidates
  - Upon closing of the posting, you will be provided with a list of applicants and their CVs to review
  - If there are multiple applicants, discuss and consider all qualified applicants with the position's co-lead, at a minimum, and determine a shortlist for interviews
  - If there is only one qualified applicant, you may proceed to an interview, or
  - If there are no applicants or you are not satisfied with the pool of applicants, the posting can be extended
- Conduct Interview(s)
  - The interview panel should consist of, at a minimum, yourself and the position's co-lead (e.g. Director or Manager). You are encouraged to consider other membership. The panel membership should be consistent for all candidates.
  - The recruitment team can provide you with a list of interview questions if requested
  - During the interview, ensure that you discuss:
    - ✓ The core responsibilities of the position contained with the job description
    - ✓ The required/desired specific deliverables
    - ✓ The compensation
    - ✓ How the position will work effectively in a co-leadership model
    - ✓ Time commitment & meeting expectations
- Determine Specific Deliverables
  - With your chosen candidate, come to an agreement on the specific deliverables to be included in the contract
- Discuss Education and Mentorship Needs
  - With your chosen candidate:
    - ✓ Identify any knowledge gaps and determine a mitigation strategy, i.e. education needs (The MED team can support you in identifying educational opportunities)
    - ✓ Assign a peer mentor, if desired/requested

## To EXTEND A FORMAL OFFER & INITIATE A CONTRACT:

- Check References
  - A minimum of one reference must be checked verbally for your chosen candidate
- Provide Specific Deliverables to Medical Staff Contract Management
  - MSCM will draft a contract for your review
- Notify Medical Staff Recruitment of Your Selected Candidate
  - MSR will draft a letter of offer for your review. Once approved, they will send the offer to your candidate for signature
  - You will receive a copy of the signed letter of offer once returned and MSCM will be notified
  - MSCM will then send the contract to the successful candidate for signature and return to the MSCM office.

## ONBOARDING:

Helping new medical leaders to understand their role and expectations and providing them with the tools, resources, knowledge and contacts they need is key to them being successful in their new leadership position.

### YOUR ROLE IN ONBOARDING

- Successful onboarding starts with ensuring clarity about the role and the expectations during the recruitment process
- Offer your new leader the opportunity to connect as frequently as needed with yourself and also the opportunity to connect with another medical leader for mentorship
- Regularly check in with your new leader during their first few months to see if they require any additional information and discuss education and training opportunities

### MEDICAL & ACADEMIC AFFAIRS' ROLE IN ONBOARDING

The Medical Staff Engagement and Development team will provide the following to welcome and support new leaders:

- A welcome email & phone call, and an organization-wide announcement
- Coordinate meetings with Medical and Academic Affairs leaders who will be their key resources/contacts
- An invitation to attend the next orientation event 'Navigating Island Health Medical Leadership' & leadership development events