



Terms of Reference

Health Care Professionals Attraction & Retention Committee

Purpose:

The purpose of the Health Care Professionals Attraction and Retention Committee is to develop and launch a collaborative strategy for health care provider attraction and retention.

Objectives:

1. To provide support for health care providers' attraction and retention.
2. To enhance retention of health care providers by focusing on:
 - Health care provider settling into the community,
 - Family integration into the community,
 - Family quality of life interests.
3. To facilitate community involvement in the attraction and retention process together with health care providers, AHS and the Aspen Primary Care Network (PCN).

Outcomes:

- Decrease Human Resource vacancies within our local healthcare system.
- Health care providers want to come to the community to work.
- Health care provider families are happy, engaged in and connected to the community.
- All health care providers in the community feel welcomed, appreciated and valued.

Membership:

- 1.a The committee may consist of the following members:
 - 1 Health-care Provider representative;
 - 1 AHS representative (ie: Site Manager);
 - up to 4 community representatives; Community members are to be divided equally between the County and the Town.
 - 1 Member of High Prairie Health Foundation
 - 2 County Council representative.
 - 2 Town Council representative; and
- 1.b The committee may also include the following non-voting members:
 - RhPAP Rural Community Consultant
 - First Nation Health care representative
 - Metis Settlement Health care representative
2. Council's of each municipality will appoint the Council representatives (4 year term). The Committee will appoint the remaining members, as well as chair and vice chair of the committee.
3. The committee will establish working groups to focus on specific functions such as attraction activities, retention (appreciation) events, communication and marketing, site visits, skills events, etc. Such working sub-committees shall be chaired by one member of the committee



and may include additional members outside the committee. All working sub-committees should report back to the committee on a regular basis.

Volunteer Committee:

Committee members agree to serve on a volunteer basis.

Decision Making:

The committee will function on a collaborative/consensus committee process. This means that all parties will participate equally, and that decision making will aim to have full agreement on the course of action to be followed. Voting will occur only as a last option.

Term:

Members of the ARC shall be appointed for 2-year term.

Members representing the County, the Town and Alberta Health Services shall ensure that alternate members are appointed. These members are responsible to ensure alternates are advised of meetings if they are unable to attend.

Meetings:

- Meetings will be held as required for effective functioning of the Committee and at the call of the Chair.
- Meetings will follow an open and transparent process.
- An agenda will be developed and distributed one week prior to each meeting.
- A simple majority of voting members of the Committee will constitute a quorum.
- Minutes of each Committee meeting will be circulated to members within two weeks following the meeting. They will not be made public until approved by the Committee at a subsequent meeting.
- Meetings will endeavor to be held bi-monthly (every 2 months), or as required.

Communication:

The Chair shall be the contact for the Committee, unless there is an alternate designate. The chair or designate will ensure that approved messages and actions of the committee are communicated to residents by way of newspaper, municipal websites, or other forms of communication.

Funding:

Any funding provided to this committee will be managed by Big Lakes County. It is agreed that how the funding is used will be at the discretion of the Committee.

Administrative Support:

Big Lakes County will provide necessary administrative support for this committee.

