**Project: A GP for Me**

**Contract: Physician Recruitment Contractor**

**Location:**

**Timeframe: 18 months – September 2014 to March 31 2016**

\* Currently 360 hours, (avg. 5 hours per week) potential for additional hours pending further funding

**Deadline to Reply:**

Reply to:

**Organization Summary:**

The Division of Family Practice is an innovation in health care in BC, designed to support and advocate for family physicians, increase primary health care capacity, and improve patient health outcomes. The \_\_\_\_\_\_\_\_\_\_\_\_\_ Division of Family Practice is a non-profit society managed by a Board of Directors. The Division serves members in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Contract Deliverables:**

Coordinate all aspects of recruitment services to attract physicians to the \_\_\_\_\_\_\_\_\_\_\_ region, including research, public relations, promoting the region, establishing/maintaining positive stakeholder relationships and coordinating visits for physicians.

This contract will work closely with the \_\_\_\_\_ Divisions Coordinator and/or the Primary Care Coordinator, the Physician Recruitment Task Force and Red Carpet committee, the IH Recruitment team, family physicians and community stakeholders. The contractor will be accountable to the \_\_\_\_\_\_ Division of Family Practice through the A GP for Me Project Manager and the \_\_\_\_\_\_ Coordinator.

1. Establish mechanisms for a coordinated approach to recruiting GP’s to the region
2. Develop a work plan for recruitment
3. Coordinate the efforts of the Task Force and the community-based Red Carpet Committee
4. Organize and facilitate meetings of the task force, events for visiting GP’s, and other meetings as required
5. Develop and maintain a data base to identify and track opportunities in the EK region for GP’s and locums
6. Develop and maintain a data base to identify and track GP’s and locum recruits interested in the EK region
7. Attend recruiting events as determined by the budget and direction of the task force.
8. Act as the public relations face of the EK Division in recruitment activities
9. Promote the region and the opportunities to interested physicians
10. Develop and maintain a strong network of supportive stakeholders
11. Liaise with EK Divisions A GP for Me Project Manager, other EK Divisions senior staff, other EK Divisions Contractors and staff, and EK Divisions physician members involved with the A GP for Me work.
12. Make recommendations for program improvements, greater efficiencies, strategies, best practices, etc.
13. Provide verbal updates to the EK Division Coordinator and develop regular reporting systems for written reports to the Task Force, EK Division Board of Directors, and funders as required.
14. Prepare a final report regarding the contract deliverables described above, as well as a PDSA review of the processes and procedures of the Contract after the end of the contract time frame. (By April 30 2016)

**Key Skills, Education and Experience**

* Good understanding of primary and acute healthcare systems in BC
* Good to strong computer skills
* Personable, approachable with excellent communication skills
* Ability to work respectfully amongst many different organizational styles
* High degree of professionalism
* Presentation skills and public speaking
* Experience as an independent contractor an asset
* Experience in grant and proposal writing an asset
* Very independent work, must be self-motivated and accountable
* Ability to travel, reliable personal vehicle
* Valid driver’s license and business use insurance
* Familiarity with reporting processes
* Relevant post-secondary degree an asset
* Experience in primary care setting an asset
* Supportive, solutions-based, efficiency-minded attitude with a grassroots and patient centered approach
* Listening and outside-the-box thinking skills valued