

OBGYN STANDARD OPERATING PROCEDURES FOR HIRING NEW FACULTY MEMBERS

Overview

The following guidelines are to provide guidance on the hiring of new faculty members.

These guidelines were prepared from the recognition that new hires have multiple roles that include clinical service and academic roles including teaching and in some cases research. In this context, there are multiple stakeholders for each new recruit, including the UBC Department, the Hospital Authorities where they will work, and the clinicians with whom they will share practice. At least two of these entities are bound by human resource rules that inform how recruitment must be done. Balancing the needs of these three entities within the hiring rules and creating a transparent process that will facilitate recruitment by consensus, is the goal of this SOP.

All hospital appointments should be based on the needs of the patient population and within the context of available hospital resources. Workforce planning is the responsibility of the Regional Department for VCH/PHC sites, and the BCWH Site Head for PHSA. They are tasked with determining the clinical needs of the patient populations served and how best to meet them given the available hospital resources. These decisions are made by the Regional Executive Committee (REX) and must be based on a needs assessment and utilization plan regarding resources for the involved sites, especially OR resources and utilization. All hospital appointments and hence recruitment plans must be signed off by the REX.

An academic appointment within the UBC Department of Obstetrics and Gynaecology is a requirement for medical staff privileges at all of the academic health care centres in the lower mainland (BCWH, PHC, VGH, UBC). Consequently, academic appointments and hospital privileges come with educational and academic commitments. These deliverables are usually identified by the primary division of the new position, but must be approved by the UBC Departmental Executive Committee (DEX).

While recruits will have hospital and academic appointments, they generally practice within a practice and or call group as well. Moreover, creating an attractive position that will be competitive for potential recruits includes creating a welcoming practice situation, and this requires the cooperation of the potential practice partners. This is the basis for including them as a stakeholder in recruitment.

Successful recruitment for clinical positions should, therefore, include these three important stakeholders. Hospital privileges and academic appointments are collective decisions that require specific processes and sign off by the REX and DEX. Consequently, the recruitment process must incorporate these entities. For recruitment of purely academic roles, the same process applies, although the Hospital and Practice group elements do not need to be engaged.

Recruitment Process

1. Any of the three entities; practice groups, hospital administration/REX, and Division/DEX can initiate the recruitment process, but must notify and engage the other parties. As a first step, the needs should be communicated to a Division Head and Site Head, who can bring them forward to the DEX and REX respectively. Some roles may be appropriate for more than one or multiple divisions, in which case both Division Heads should be engaged.
2. The Site Head will forward the information to the REX to discuss the need and appropriate location of the role within the region. Once a site is identified, the appropriate Site Head should submit a needs assessment and utilization plan for the role. Once the site approves the position, it should be reviewed by REX.
3. The Division Head will forward this information to the Undergraduate and Postgraduate Directors in the Department for their comments/feedback related to the educational mandates of the UBC Department.
4. The Division Head will table the item at DEX, which will discuss the appropriateness of the position. As the DEX includes members of the REX, this is an appropriate location for discussion and identification of appropriate call group/ practice groups for the role, if they were not identified in the process previously.
5. Feedback should be sought from the practice group/call group(s) and this should be brought back to the DEX for further discussion.
6. Once the position is approved, an ad hoc search committee will be formed, to include members from the identified Division(s), one other Division, members from involved sites, and members from identified practice groups/call groups.
7. All approved positions must be advertised. The Division Head is responsible for developing this advertisement and a supporting job description (including educational and clinical deliverables) with the assistance of the HR Assistant, who will insure that placement, meets UBC standards.
8. The Search committee will identify appropriate candidates and establish the preferred candidate through reference checks and interviews. The preferred candidate should be determined by consensus. Final approval will be signed off by the involved Site Heads and UBC Head.

If you have any questions or concerns regarding these procedures please contact the [Administrative Director](#) in the first instance.

Approved by OBGYN Department Executive 27 January 2016