

Specialist Recruitment and Retention Committee

Terms of Reference

1.0 Role

To provide oversight and make appropriate recommendations regarding policy issues and funding matters regarding the recruitment and retention of specialty physicians in Saskatchewan to the SMA Board of Directors and the Minister of Health.

2.0 Responsibilities

The Committee is responsible to:

- identify and evaluate strategies and programs which would help recruit and retain specialist physicians in Saskatchewan;
- make appropriate recommendations regarding policy issues and funding matters regarding the recruitment and retention of specialist physicians in Saskatchewan to the SMA Board of Directors and the Minister of Health;
- manage the distribution of funds that are available in the Specialist Recruitment Incentives Fund per the Agreement between the SMA and the Minister of Health;
- establish subcommittees, as required, to carry out programs and initiatives approved by the Board of Directors and the Minister of Health; and
- foster a culture that places value on practitioners of specialized medicine from the early stages of training through to established long term practice.

3.0 Membership, attendance & term

The Committee will consist of:

- the chairperson appointed by the Board of Directors;
- up to six other members appointed by the Board of Directors;
- up to two Saskatchewan Health representatives appointed by the Minister of Health or their designate;
- up to three representatives from the Saskatchewan Health Authority;
- one representative appointed by the Dean, College of Medicine;
- one student representative appointed by the Student Medical Society;
- one resident representative appointed by the Resident Doctors of Saskatchewan; and
- one representative from Saskatchewan Healthcare Recruitment Agency.
- Observers are welcome and will hold no voting rights.

The Saskatchewan Medical Association (SMA) appointees shall be chosen to include the perspectives of specialists in the three major centres (Regina, Saskatoon and Prince

Albert) and at least one additional specialist from elsewhere in the province.

The Saskatchewan Health Authority appointees shall be chosen to include the perspectives of the two major centres (Regina and Saskatoon) and any third SHA which may include regional physician recruiters.

Committee members are responsible for informing the committee administrator regarding attendance at meetings. A committee member who does not uphold their responsibilities or misses three consecutive meetings without a reasonable explanation or notice will be asked by the chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

The term of a committee member is a maximum of two (2) consecutive, three (3) year terms unless otherwise approved by the SMA Board of Directors.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee.

4.0 Meetings

The Specialist Recruitment and Retention Committee will meet at minimum semi-annually. The meetings may be in-person, by teleconference or by videoconference.

If a member is unable to participate in a meeting, that member can speak to the chair in advance so that the chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting made after said meeting will not be considered for decision making.

Submission of agenda items must be made in advance of the meeting by five business days unless approved by the Chair.

5.0 Chair

The Chair is appointed by the SMA Board of Directors and shall:

- call meetings of the committee;
- chair meetings of the committee;
- designate another committee member to chair the committee in the chair's absence;
- prepare a report to the Board on the work of the committee; and
- meet with the SMA Board of Directors upon invitation.

6.0 Quorum

Quorum shall be simple majority (more than 50%) of the voting committee members present at a meeting.

7.0 Decision making

The committee will strive for consensus (i.e., “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group, e.g., Board).

When voting, majority (more than 50%) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Confidentiality

All Committee materials, documentation, and information shall be considered confidential, and shall not be disclosed to any person (s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 Conflict of interest

Committee Members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

The committee will remain in place until such time as the Board authorizes an alternative governance structure.

11.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings; distribute them electronically to members within four weeks of the meeting. The minutes shall be reviewed and formally adopted at subsequent meetings.

12.0 SMA support resources

The Specialist Recruitment and Retention Committee is supported by:

- Membership, Insurance, & Programs
- Team Lead, Retention & Recruitment
- Coordinator, Retention & Recruitment

13.0 Accountability

The Specialist Recruitment and Retention Committee reports to the SMA Board of Directors and the Ministry of Health.

14.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors and the Ministry of Health and will be reviewed every three years.

Date of Last Review: June 12, 2026