



Winnipeg Regional
Health Authority
Caring for Health

Office régional de la
santé de Winnipeg
À l'écoute de notre santé



Shared health
Soins communs
Manitoba

Guidelines for the Completion of the Request to Recruit Form

BACKGROUND: The Request to Recruit Form is required to initiate recruitment for all physicians within Shared Health and/or Winnipeg Regional Health Authority and/or College of Medicine.

1. Initiating Form. In order for the Request to Recruit Form to be approved the following criteria must be met:

- That there are sufficient resources, both physical and monetary currently in place to support another recruit into this section; and
- That a sustained burden of illness in this area supports the need for additional physician resource; and
- That this recruitment is consistent with the Regional health Plan (the College of Medicine's Strategic Plan) and, if applicable, the recruitment is needed to contribute to the academic needs of the Department/Program; and
- That the Department/program has considered alternate care providers to fill this need as opposed to hiring another physician.
- If a GFT recruitment, that the attached Justification form is completed and submitted with the R2R form

2. Confirmation of Resources and Funding

- Department Head/designate will ensure that **remuneration and resources** identified in the form have received prior approval from Regional CMO/sites and that such approvals are in writing and maintained on file with the Department
- Department's administration will ensure that written confirmation of promised resources by Section Heads/Regional Directors is maintained on file with the Department
- Where recruitment requires cross appointments/resources, the Primary Department is required to work with the Secondary Department (**EG: Surgery and Pediatrics/Child Health**) to ensure that all resources are identified prior to submission of Request to Recruit Form.

3. Signatures

The following signatures must be obtained prior to submission of the Request to Recruit to Provincial Medical Administration Office:

a) If University of Manitoba Appointment is required (GFTs or Nil salaried)

- University of Manitoba Department Head
- Provincial Specialty Lead/Regional Lead/Designate

b) If **NO** University of Manitoba Appointment required

- Provincial Specialty Lead/Regional Lead/Designate
- SH and/or Medical Remuneration Lead

4. Approvals

a) Provincial Medical Administration Office will:

- Create a reference # for Request to Recruit form
- Ensure funding confirmation has been received from Medical Remuneration
- Obtain confirmation of funding from College of Medicine
- Obtain UofM Position # for GFT position
- Will review and approve within 5 business days
- Forward form to the applicable Regional CMOs for signature
- A scanned copy of completed Request to Recruit form will be forwarded to the Department

5. Next Steps

- PMAO will post position if candidate has not been already identified
- When candidate is identified, PMAO will work with the department on drafting the Independent Contract, and if applicable the GFT Letter of Offer
- PMAO will send out the application package for medical staff appointment (If applicant to practice in one or more RHAs, the package covers that all RHAs as part of the Provincial Credentialing process)

NB: all correspondence following approval of the Request to Recruit should refer to the PMAO # on the bottom of the approved Request to Recruit form.

If a recruitment is for a period less than six months and is a locum, then the Department completes a Request to Engage Form (instead of the Request to Recruit) that clearly identifies what costs are being committed to on behalf of the RHA.