



## **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 the 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.

### **2. Confirmation of Resources and Funding**

- Department Head/Program Head will ensure that remuneration and resources identified in the form have received prior approval from WRHA VP/sites and that such approvals are in writing and maintained on file with the Department/Program.
- Program Team will ensure that written confirmation of promised resources by Section Heads/Regional Directors is maintained on file with the Department/Program
- Where recruitment requires cross appointments/resources, the Primary Department/Program is required to work with the Secondary Department/Program 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 Medical Staff Administrative Services (MSAS):

- a) If University of Manitoba Appointment is required (includes Nil salaried)
- University of Manitoba Department Head
  - WRHA Program Medical Director (in most cases it is the same as the Department Head)
  - WRHA Program Director
  - WRHA Administrative Director
- b) If **NO** University of Manitoba Appointment required
- WRHA Program Medical Director
  - WRHA Program Director
  - WRHA Administrative Director

#### **4. Approvals**

- a) Medical Staff Administrative Services will:
- Create a reference # for Request to Recruit form
  - Obtain confirmation of funding from Medical Remuneration
  - Obtain confirmation of funding from College of Medicine
  - Obtain UofM Position # for joint position
  - Will review and approve within 5 business days
  - A scanned copy of completed Request to Recruit form will be forwarded to the Department/Program

***NB: all correspondence following approval of the Request to Recruit should make reference to the MS # on the bottom of the approved Request to Recruit form.***