

SCHEDULE "A"
PROGRAM DESCRIPTION

Background and Mandate

In June of 2007, HealthForceOntario Marketing and Recruitment Agency (the Recipient) was created under the Ontario Regulation 249/07 (The Regulation) of the *Development Corporations Act*.

The Recipient has the following objects as set out in the Regulation:

1. To recruit, internationally, nationally and provincially, healthcare practitioners to practise in Ontario.
2. To attract persons to the practice of health care in Ontario.
3. To assist health care practitioners and other interested persons in identifying requirements that must be met to practise health care in Ontario and determining ways to meet the requirements.
4. To encourage health care practitioners who currently practise in Ontario to continue practising in Ontario.
5. To work with communities in Ontario to enhance their recruitment and retention of health care practitioners to help meet communities' health needs.
6. To make Ontarians aware of the services and initiatives of the Ministry of Health and Long-Term Care that are designed to enhance the supply and distribution of health care practitioners in Ontario.

The Recipient shall use the Funds to carry out the Program as described below in the following Components and Sub-Components:

COMPONENT	1. Agency Operations
SERVICE/PROGRAM DESCRIPTION	A. Corporate Support Services Organizational services that support program delivery in fulfilling the agency mandate and meet compliance requirements.
OUTPUTS	<ul style="list-style-type: none">• See below
SHORT TERM OUTCOME	<ul style="list-style-type: none">• Support to fulfill agency mandate• Meet compliance requirements

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Sub Component	Description	Outputs	Short Term Outcomes
<i>i. Governance</i>	<ul style="list-style-type: none"> • Provides support to the board and its members 	<ul style="list-style-type: none"> • Provides support • Reviews agency compliance with policies and directives 	<ul style="list-style-type: none"> • Board confirms agency compliance with policies and directives
<i>ii. Finance and Audit Services</i>	<p>Services include:</p> <ul style="list-style-type: none"> • Accounts payable • Budgeting, forecasting, fiscal planning and oversight • Financial performance evaluations • Financial reporting • Financial risk management • Payroll and benefits administration • Procurement, financial internal controls • Supports internal and external financial auditing 	<ul style="list-style-type: none"> • External audits of agency programs/ services • Audited financial statements prepared in accordance with Canadian generally accepted accounting principles, and attested to by a licensed public accountant • Quarterly financial reports 	<ul style="list-style-type: none"> • External auditors confirm responsible use of public funds
<i>iii. Agency-Wide Operations</i>	<p>Services include:</p> <ul style="list-style-type: none"> • Human resources • Information technology • Asset and facilities management • Risk and security management • Compliance • Legal review 	<ul style="list-style-type: none"> • Agency policies • Quarterly risk report • Agency annual report and business plan • IT infrastructure assessment, updates/ revisions to program-specific software 	<ul style="list-style-type: none"> • Agency mitigates risks • Agency implements process improvements

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COMPONENT	1. Agency Operations
SERVICE/PROGRAM DESCRIPTION	<p>B. Recruitment and Retention Services</p> <ul style="list-style-type: none"> • Provides supports to clients in transitioning to a health-care career in Ontario • Provides recruitment, retention, and health workforce planning support to communities in need • Contributes to fulfilling the agency mandate and meeting compliance requirements
OUTPUTS	<ul style="list-style-type: none"> • See below
SHORT TERM OUTCOME	<ul style="list-style-type: none"> • Health professionals are directed to communities in need and are better prepared for transition into practice • Communities are successful in recruiting health professionals in order to provide patient access • Briefing and providing advice to the government on health workforce planning developments in Ontario

Sub Component	Description	Outputs	Short Term Outcomes
<i>iv. Locum Programs</i>	<p>Provides vacancy and/or respite locum coverage for communities in need (while they recruit physicians) through four programs:</p> <ul style="list-style-type: none"> • Emergency Department Locum Program (EDLP) • General Practitioner Vacancy Locum Coverage Arrangements (GPVLCAs) • Northern Specialist Locum Programs (NSLP) • Rural Family Medicine Locum Program (RFMLP) 	<ul style="list-style-type: none"> • Determines eligibility of communities for locum programs • Recruits locum physicians (EDLP) • Administers locum contracts • Processes physician expenses • Provides vacancy and/or respite locum coverage for communities in need • Offers advice on physician sustainability to priority hospitals 	<ul style="list-style-type: none"> • Residents in locum communities have uninterrupted access to physicians • All emergency departments remain open • Hospitals and communities develop physician sustainability plans

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<i>v. Regional Advisor Services</i>	<ul style="list-style-type: none"> • Assists communities and LHINs with physician resource planning • Provides career counselling, assistance in identifying practice opportunities in high-need communities to post-graduate medical residents in all medical schools • Offers toolkits to help with physician transitions, and provides recruiters with advice on recruitment and retention • Informs clinical clerks about the Clerkship Travel Program 	<ul style="list-style-type: none"> • Provides medical residents with career counselling and transition into practice information • Identifies practice opportunities in communities in need to medical residents in all medical schools • Provides advice and support regarding succession planning to communities in need • Provides LHINs with information to assist with health workforce planning 	<ul style="list-style-type: none"> • Medical residents are directed to communities in need and are better prepared for transition to practice • Communities take a co-ordinated approach to health workforce planning
<i>vi. Internationally Educated Health Professionals (IEHPs) Services</i>	<ul style="list-style-type: none"> • Provides group and web-based advisory, information, and referral services to IEHPs living in Ontario on becoming licensed or pursuing alternative career options 	<ul style="list-style-type: none"> • Provides group, and web-based advisory, information, and referral services to IEHPs living in Ontario on becoming licensed, or pursuing alternative career options 	<ul style="list-style-type: none"> • IEHPs pursue a career in Ontario's health-care system
<i>vii. HFOJobs</i>	<ul style="list-style-type: none"> • Connects health-care organizations, communities, and employers with health professionals seeking employment through a web-based job board. • Provides posting and other support 	<ul style="list-style-type: none"> • Supports community recruiters and employers in posting opportunities 	<ul style="list-style-type: none"> • Community recruiters and employers post opportunities on HFOJobs • Health-care professionals use HFOJobs to find opportunities

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<p><i>viii. Return of Service (ROS) Program Support</i></p>	<ul style="list-style-type: none"> • Advises current ROS physicians and prospective international medical graduates about ROS • Provides job search and transition-into- practice assistance • Connects communities with ROS candidates 	<ul style="list-style-type: none"> • Informs ROS physicians about contract requirements and practice opportunities in eligible communities • Connects eligible communities with ROS candidates 	<ul style="list-style-type: none"> • Communities and ROS physicians have shared and clear expectations • ROS clients find practice opportunities in eligible communities
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SCHEDULE "A"
PROGRAM AND TIMELINES

COMPONENT	2. Clerkship Travel Program
SERVICE/PROGRAM DESCRIPTION	NA
OUTPUTS	<ul style="list-style-type: none"> • Adjudicates application and processes payment for travel and accommodation expenses for eligible clerks that are accepted for a clinical rotation
SHORT TERM OUTCOME	<ul style="list-style-type: none"> • Supports and encourages clerks in final two years of medical school to gain exposure to communities outside their home school • Administers the processing of select travel and accommodation expenses for a clinical rotation • Medical clerks receive exposure to the full range of training settings and specialty areas across the province • Briefing and providing advice to the government on health workforce planning developments in Ontario