

Joint Professional Staff Human Resource Committee

Terms of Reference

Purpose

The Joint Professional Staff Human Resources Committee (JPSHRC) is a tripartite group representing London Health Sciences Centre (LHSC), St. Joseph's Health Care London (St. Joseph's), and the Schulich School of Medicine & Dentistry (SSMD), Western University (Western). Responsibility for Professional Staff human resource processes is delegated to the JPSHRC by the Joint Liaison Committee (JLC), the Executive Committee of Schulich Council (ECSC) and the Joint Senior Leadership Committee (JSLC), LHSC and St. Joseph's. The JPSHRC will provide a strategic, proactive approach to city-wide human resource planning for appointees to the Professional Staff, who are also Clinical Academics at Western and any basic scientists appointed to clinical departments physically located within the hospital setting. The Lawson Health Research Institute (Lawson), which is the research arm of LHSC and St. Joseph's, is also a key stakeholder in the Professional Staff human resource processes.

Membership

Terms will be 2-years in duration unless the representative is a standing member with each term able to renew once.

The JPSHRC will be comprised of:

- A representative from the city wide PSO Executive (as appointed by the PSO Executive for a 2 year term)
- Two citywide Chair/Chiefs (as appointed by the Committee of Clinical Chairs for a 2 year term staggered, once renewable)
- Vice Dean, Hospital and Interfaculty Relations, SSMD (standing member)
- Integrated Vice President Medical Affairs and Medical Education (standing member)
- Past Chair, Medical Advisory Committee, St. Joseph's (standing member)
- Past Chair, Medical Advisory Committee, LHSC (standing member)
- Integrated Vice-President Diagnostic Services, LHSC and St. Joseph's (standing member)
- One clinical VP from each of LHSC and St. Joseph's for a 2 year term, once renewable
- one Senior Medical Director from LHSC for a 2 year term, once renewable
- A representative from Lawson (as appointed by Lawson for a 2 year term)
- Vice Dean, Research and Innovation, SSMD (standing member)
- Clinical Teachers Association (CTA) member, SSMD (as appointed by the CTA standing member)
- A member nominated by the AMOSO Governing Committee (standing member)

Non-Voting

- Chief Operating Officer, Schulich School of Medicine & Dentistry
- Integrated Director, Medical Affairs
- Executive Director, AMOSO
- Professional Staff Planning and Credentialing Specialist, Medical Affairs
- Chair / Co-Chairs of JPSHRC

Chair

The Chair of the committee will be shared by the Integrated Vice President, Medical Affairs and Medical Education, and the Vice Dean Hospital and Interfaculty Relations, SSMD.

Recorder

- Professional Staff Planning and Credentialing Specialist, Medical Affairs

Agenda

The agenda will be organized according to the following format:

- Review of Agenda
- Review of Minutes including updates on action items from Minutes
- Positions for review and approval if applicable
- Recruitment update given for information
- Any other items added in accordance with the work plan and new business

The materials for the meeting will be sent to members 2 working days before the intended meeting and if not received the meeting will be cancelled.

Meeting Frequency

The JPSHRC will meet monthly. Special meetings will be at the call of the Chair(s).

Quorum

Decisions will generally be made by consensus. In instances where voting is required, fifty percent plus one of the voting membership will constitute a quorum. The Chair(s) together will have one vote but may only vote to break a tie.

Process for Appeal

The Joint Professional Staff Human Resource Committee may recommend not approving a position if they do not believe it aligns with the strategic view of LHSC, St. Joseph's and Schulich. The JPSHRC will then defer to the Schulich Senior Leadership Council (SLC) and the LHSC and St. Joseph's Joint Senior Leadership Committee.