

## Joint Professional Staff Human Resources Committee (JPSHRC)

### Terms of Reference

The Committee has been established by St. Joseph's Health Care ("St. Joseph's"), London, London Health Sciences Centre ("LHSC"), and the Schulich School of Medicine & Dentistry at The University of Western Ontario to promote strategic human resource planning and management in areas affecting the three institutions and make recommendations to each institution. The Committee shall provide a strategic, proactive approach to city-wide human resource planning for appointments to the Professional Staff of the Hospitals with parallel appointments at the University. Within this broad planning context, it has specific responsibilities as follows:

*To provide advice and recommendations relating to their common human resource needs for review and consideration of the Joint Senior Leadership Team (LHSC/St. Joseph's) and the Senior Leadership Team at the Schulich School of Medicine & Dentistry ("the Leadership Teams").*

*To review recruitment plans of clinical departments at the Hospital(s) and the University and make recommendations to the Leadership Teams.*

*To review individual parallel appointment recommendations to determine if they align with the strategic view of the institutions and make recommendations to the Leadership Teams.*

*To act as the human resource committee for the London Academic Health Science Centre (AHSC) Alternate Funding Plan (AFP) for Academic Physicians and as such it is responsible for making recommendations to the Governing Committee of the Academic Medical Organization of Southwestern Ontario (AMOSO).*

### Composition:

#### Voting Members

- One representative from the city wide PSO Executive, appointed by the PSO Executive
- Two city wide Chair/Chiefs, appointed by the Committee of Clinical Chairs (staggered terms)
- One clinical VP from LHSC appointed by LHSC
- One clinical VP from St. Joseph's appointed by St. Joseph's
- One representative from Lawson Health Research Institute (Lawson) appointed by Lawson
- One member of the Clinical Teachers Association (CTA), appointed by the CTA
- One member of the AMOSO Governing Committee appointed by the AMOSO Governing Committee
- One member, Manager, Facilities Management, LHSC
- One member, Director, Facilities Management, St. Joseph's

#### Ex Officio

- Vice Dean, Clinical Faculty Affairs, Schulich School of Medicine & Dentistry
- Integrated Vice-President Medical and Academic Affairs
- Past Chair or delegate, Medical Advisory Committee, St. Joseph's
- Past Chair or delegate, Medical Advisory Committee, LHSC
- Integrated Vice-President Diagnostic Services for LHSC and St. Joseph's

**Ex Officio Non-Voting Members**

- Chief Operating Officer, Schulich School of Medicine & Dentistry or Delegate
- Integrated Director, Medical Affairs for LHSC and St. Joseph's
- Executive Director, AMOSO
- Professional Staff Planning and Credentialing Specialist, Medical Affairs

**Term:**

Except for ex officio members, appointments are for two years and are renewable for one additional two-year term.

**Chair(s):**

The Chair(s) of the Committee shall alternate each meeting between the Integrated Vice President, Medical and Academic Affairs and the Vice Dean, Clinical Faculty Affairs, Schulich School of Medicine & Dentistry.

**Quorum:**

Quorum for a meeting of the Committee is fifty percent plus one of the voting members.

**Voting:**

Each voting member of the Committee, including the Chair(s), shall have one vote. Approval will require two-thirds majority of those present and entitled to vote.

**Meetings:**

The Committee shall meet monthly, but meetings may be cancelled at the discretion of the Chair(s). Additional meetings may be held at the call of the Chair(s).

**Agenda and Minutes:**

The Professional Staff Planning and Credentialing specialist, Medical Affairs is responsible for taking minutes of the meetings. Meetings shall follow a standard agenda approved by the Chair and will normally follow the following format:

- Review of Agenda
- Review of Minutes including updates on action items from Minutes
- Positions for review and approval
- Recruitment updates for information
- Additional items in accordance with Committee's work plan
- New business

Meeting agendas and materials shall be sent to members at least 2 working days before the meeting.