

KGH MSA WORKING GROUP RECRUITMENT GUIDELINES

Background:

Facility Engagement funds can be used to support physician recruitment activities that complement Interior Health's authority processes and meet facilities' needs. As an early and ongoing process, KGH MSA and Interior Health Authority should work together on strengthening, coordinating and streamlining local and regional strategies and processes with the intent to clarify stakeholders' roles and responsibilities, avoid duplication or siloing of services/supports, and improve recruitment and retention outcomes.

Working with community partners (e.g. [Central Okanagan Divisions of Family Practice](#)) can be considered where appropriate.

- Applications should indicate how the Department is working collaboratively with IH/KGH recruitment (for assistance, please contact physicianrecruitment@interiorhealth.ca;
- Recruitment funding will be provided each fiscal year, dependent on available funds.

Guidelines:

- The number of FTEs that are being recruited should be noted on the Facility Engagement Departmental Recruitment application.
- Sessionals for up to a maximum of 15 hours per FTE being recruited will be paid. The Project Lead will be responsible for the appropriate allotment of the 15 hours amongst the recruitment team.
- Physician time spent recruiting and interviewing potential candidate(s).
- Funding cannot be used for:
 - Travel or meal/entertainment expenses.
 - Support physician time or support for compensation-related work, such as preparing, developing and negotiating alternative payment plans with health authorities and the Ministry of Health.

- If all funding is utilized during the course of the fiscal year, another application will not be considered until the next fiscal year, at which time another Facility Engagement Departmental Recruitment application must be submitted to the KGH MSA Working Group for approval.
 - If all funding is utilized for the number of FTEs being hired (i.e., 3), but not all the planned FTEs are hired (i.e., 2), funding for the next fiscal year cannot include a carryover.
 - Sessionals cannot be claimed if recruiting is part of the recruiter's role or job description, i.e., department head.
 - Sessional claims should be entered into FEMS as the work progresses, with an explanation of work done rather than one large claim at the end of the project.
- Recruitment activities supporting Medical Staff members' participation may include:
- Contributing to the assessment and planning of facilities' physician resource needs through engagement with their respective departments and health authority medical leaders.
 - Contributing to the assessment and development of physician recruitment strategies through engagement with health authorities.
 - Initiating physician-led or designed local recruitment activities (e.g., recruitment ads).
 - Enhancing medical staff orientation and onboarding processes.
 - Participating in physician recruitment events, forums or conferences.
 - Offering recognition awards or appreciation events for medical staff (in accordance with FE funding guideline 14 for social events and funding guideline 19 for recognition).
 - Supporting the physician's time to mentor recruits.
 - Supporting the physician's time to improve the facility's work environment and culture.
 - Supporting physicians' time to initiate, orient, vet and interview potential recruits.

Approved: KGH MSA Working Group Executives

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