

Medical workforce planning is a core responsibility of the Island Health Medical Staff Departments as defined in the Bylaws and Rules. It is also an established, evidence-based healthcare HR strategy supported by the Doctors of BC and Canadian Medical Association. The benefits of proactive, collaborative medical workforce planning are shared by patients, practitioners, the public, healthcare organizations and government. It is in the best interest of physicians and administrators to collaboratively develop and maintain a MSHRS. Accurate knowledge of the current state of medical staff human resources is essential to understand what changes are needed within a department to ensure a healthy, productive Medical Staff can deliver quality patient care across Island Health.

The MSHRS is a multi-year project with a target completion date of March, 2021. Once completed the MSHRS will be a robust, sustainable system that will inform and improve medical staff human resource planning by medical staff departments.

The MSHRS has three components:

1. Medical Staff Practice Description Tool
2. Medical Staff Position Inventory Database
3. Medical Staff Human Resource Policies

## **Practice Description Tool:**

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The Medical Staff Practice Description Tool is a workload data collection form that has been developed to gauge the multifaceted nature of the departmental commitments, and to better detail how each individual physician organizes their work to contribute to patient care. This tool will allow medical department and division heads to collect information about what areas of practice are being covered by their medical staff members. This data will enable departments to identify gaps in current service provision and those that occur when a member leaves, and to assess overall workloads and future workforce needs.

## **Position Inventory Database:**

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The Medical Staff Position Inventory Database is an electronic database that has been developed specific for Island Health. The database stores medical staff position information. Once fully operational, the database will be able to produce reports by position, specialty type or site/region. The database will be used by Department and Division heads to inform medical staff human resource planning, and development of Island Health's annual medical staff human resource plan.

## **Medical Staff Human Resource Policies and Procedures:**

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Medical and Academic Affairs staff are also updating current Medical Staff Human Resource Policies - the medical staff recruitment policy and impact analysis procedure. Once updated, these policies will reflect the current medical leadership structure and the needs of the medical staff recruitment process.

## **Contact Details:**

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