

Recruitment Policy

Timberline Health Center will recruit clinical staff needed to appropriately serve the community.

Recruitment Processes

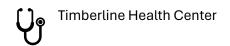
- 1) Needs assessment of the practice to determine recruitment need.
- 2) Recruitment team (RT) identified.
- 3) RT develops a recruitment plan (i.e., marketing strategies, how and where to advertise, in-person methods...)
- 4) A practice opportunity/profile is developed to describe the need and then shared.
- 5) RT develops a recruitment budget (i.e., for flights, job postings, etc.)
- 6) Potential recruits are identified and interviewed.
- 7) Gather and call references.
- 8) Invite the potential candidate to a site visit.
- 9) If potential hire, background check is warranted.

Retention Policy

Timberline Health Center will maintain clinical staffing levels needed to appropriately serve the community.

Retention Processes

- 1) Onboarding of a new provider
 - a) Orientation
 - (1) -general: mission, vision, core values
 - (2) -community: introductions to work community and community at large where appropriate
 - (3) -medical: to medical equipment, systems, EMR
 - (4) -office logistics: policies and procedures, benefits package, loan repayment, etc.
 - b) Year 1 support:
 - (1) every 3-month follow-up for potential problems, concerns, or questions
 - (2) provider "rounding" every 6 months
- 2) Other
 - a) Time off
 - b) Yearly stipend for CME
 - c) Payment of professional dues, licensure
 - d) Loan repayment option.
 - e) Retirement option after 1 year of service
 - f) Ensure availability of quality housing
 - g) Offer preceptor opportunities and arrange teaching opportunities.



Strategies aimed at promoting clinician resiliency and reducing burnout.

- 1) Promoting provider resiliency and reducing burnout
 - a) Acknowledge and assess the problem.
 - b) Regular wellness surveys are done at least annually to assess clinician burnout.
 - c) Information on burnout and resiliency is distributed annually to clinicians.
 - d) "Rounding" with all clinicians every 6 months to assess how they feel they are doing emotionally and mentally.
 - e) Regular assessment of scheduling practices to ensure clinicians maintain a healthy work-life balance.
 - f) Promote flexibility and work-life integration.
 - g) Avoid exerting pressure for providers to produce immediate results.
 - h) Share successes within the organization to promote improvement.
- 2) Exit interview when provider leaves the practice.