



NATIONAL NEWCOMER
NAVIGATION NETWORK

RÉSEAU NATIONAL DE
NAVIGATION POUR
NOS NOUVEAUX ARRIVANTS

CHECKLIST FOR RECRUITING, INTEGRATING, AND RETAINING INTERNATIONALLY EDUCATED HEALTH PROFESSIONALS (IEHPS)

This checklist supports health care employers to create a workplace which welcomes and ensures a sense of belonging for IEHPs.

STEP 1) ORGANIZATIONAL PREPARATION

DATA COLLECTION

- We have an internal process that identifies IEHPs within our organization working in underemployed areas (e.g., health aides, environmental services, and food services).
- We include newcomers (those within Canada less than five years) as a socio-demographic in our staff self-identification and our engagement surveys.

COMMUNITY INTEGRATION

- We are a member of our Local Immigration Partnership Table to create linkages to community supports and stay abreast of the issues facing newcomers in our area.
- We are aware of settlement organizations and other supports (housing, childcare, immigration) for IEHPs in our community. [Find free newcomer services near you](#) with Immigration, Refugee and Citizenship Canada database.
- We have a mechanism to connect IEHPs with available community support (language, religion, etc.).

EQUITY, DIVERSITY AND INCLUSION

- We have policies and practices to understand, solicit, and address any experiences of discrimination.
- Our HR and leadership teams understand the value IEHPs add to the workforce to close labour market gaps and ensure representation of the community they serve.
- Our organization communicates the value IEHPs bring to their organization and how to support their sense of belonging.

STEP 2) RECRUITMENT

- Our organization conducts fair and unbiased interviews.
 - [N4's Professional Development series](#) contains webinars on workplace inclusion.

- Our organization practices ethical recruitment as outlined in the [World Health Organization's Global Code of Practice on the International Recruitment of Health Personnel](#).

- Before funding and organizing international recruitment trips, our organization has identified under-employed IEHPs within our organization and community.
 - During the application process for any position, our organization asks candidates if they have an international education.
 - We have posted flyers in common areas (cafeteria, staff rooms, etc.) asking for IEHPs to contact our HR department.
 - We have posted on our external job board for IEHPs to contact HR.
 - We have connected with our larger community (local colleges, universities, local immigration network, etc.) to inquire if IEHPs are within their network.

- Our organization is aware of and optimizes program offered for IEHPs by regulators and/or ministries of health

STEP 3) ON-BOARDING

- We provide orientation that is dedicated to IEHPs and focuses on orientation to Canadian healthcare system and non-clinical skills such as "soft skills".
 - This training is unique and fundamentally different from on-boarding training from recently graduated nursing students.

- We provide IEHPs with wrap-around support and mentorship that is based on their individual needs.
 - To learn more of a successful example, read [Sunnybrook's IEN Career Pathway](#) or view their webinar on N4's platform [here](#).

STEP 4) RETENTION

- We actively encourage IEHPs to participate in our EDI (equity, diversity and inclusion) efforts.

- We ensure IEHPs are aware of the mechanisms and supports in place to report micro-aggressions, discrimination, racism, etc. and encourage and act on all reports.

- We regularly review and act on themes from staff feedback from IEHPs within our engagement surveys, staff concerns, staffing metrics (turnover, representation), and exit interviews.

- We solicit and act on IEHP feedback on our policies, procedures, programs and training annually to promote an inclusive, diverse and equitable workplace.