



REQUEST FOR PROPOSALS: Redevelopment of Attraction, Integration and Retention Toolkit
(Four-month contract)

Scope of Work:

Background

The Rural Health Professions Action Plan (RhPAP) maintains a critical resource that provides information and strategies for communities working to attract and retain healthcare workers in rural communities. This resource is in need of updates that align with evidence-based attraction, integration and retention strategies and to be redeveloped into a user-friendly, comprehensive toolkit in hard copy, and digital formats.

RhPAP is seeking an external contractor to review the existing resource, extract the relevant content, research evidence-based attraction, integration and retention strategies and develop a cohesive, interactive toolkit that can be easily accessed and utilized by community stakeholders that are already working on their attraction, integration and retention efforts, or looking to start their work as a committee and require guidance and support. This toolkit aims to provide attraction, integration, and retention strategies at all parts of the continuum that is evidence-based, and fluid in nature.

Objectives

- Leverage the existing content to create a multi-functional toolkit that provides communities with practical strategies, resources, and best practices for attracting, integrating and retaining healthcare workers regardless of where they are at in their journey.
- Develop evidence-based strategies on attracting, integrating, and retaining healthcare workers into rural communities that encompasses cultural, social, economic, and political integration of healthcare workers.



Rural Health Professions Action Plan

Suite 701, 10130 – 112 Street NW

Edmonton, Alberta

T5K 2K4

- Ensure the toolkit is adaptable and can be customized to meet the unique needs of different communities and healthcare settings.
- Develop the toolkit in a modular format to allow for easy updates and expansion as new information and resources become available, as well as a digital format for easy transfer of information and access.
- Develop training and support materials to help RhPAP staff on their support of community stakeholders effectively utilizing the toolkit.

Scope of Work

The external contractor will be responsible for the following tasks:

1. Review the existing resource and identify the key components, strategies, and best practices that are relevant to the attraction, integration, and retention of healthcare workers.
2. Write and edit the toolkit content, including but not limited to the following components:
 - Evidence based strategies that have been demonstrated to be effective in:
 1. Community's role in attraction strategies
 2. Engagement and retention initiatives
 3. Community integration
 4. Community advocacy
 5. Overall community support services
 - Equity, diversity and inclusion strategies
 - Strategies to build and sustain high level, multiple stakeholder partnerships with surround communities and geographical areas
 - Data collection tools for community groups/committees to measure the effectiveness of their strategies, and pivot where necessary
 - Training materials and resources for RhPAP staff to support community stakeholders in their utilization of the toolkit
3. Collaborate with a larger team to develop the toolkit in a user-friendly, visually appealing format that is accessible and easy to navigate both hard copy, and digitally.
4. Develop interactive elements, such as checklists, templates, and case studies, to enhance the toolkit's practical application.

/ 2 /



Rural Health Professions Action Plan

Suite 701, 10130 – 112 Street NW

Edmonton, Alberta

T5K 2K4

Deliverables

- Comprehensive attraction, integration and retention toolkit, both hard copy and digital, including all content, design, and interactive elements.

Timeline

The project is expected to be completed within a four-month timeframe.

To Apply

To apply, please submit a proposal including salary expectations to Manager of Community Development and Engagement Shanda Berns by email at shanda.berns@rhpap.ca.

Proposals will be accepted on a rolling basis until a suitable candidate has been selected.