

BOARD OF DIRECTORS

POLICY MANUAL

SUBJECT:	JOB DESCRIPTION - CHIEF EXECUTIVE OFFICER	Number:	P-19
APPROVED BY:	BOARD OF DIRECTORS	Date:	2006-03-01
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JOB DESCRIPTION – CHIEF EXECUTIVE OFFICER

The Chief Executive Officer shall be appointed by the Board in accordance with its approved selection process.

DUTIES OF THE CHIEF EXECUTIVE OFFICER

- (1) The Chief Executive Officer shall:
 - a) be responsible to the Board for the organization and management of the Hospital in accordance with policies established by the Board and subject to direction of the Board;
 - b) ensure appropriate systems and structures are in place for the effective management and control of the Hospital and its resources including the employment, development, control, direction and discharge of all employees of the Hospital;
 - c) ensure structures and systems for the development, review and recommendation of new programmes, programme expansion or changes;
 - d) ensure effective human resource planning, strategic planning and identify resource implications;
 - e) establish an organizational structure to ensure accountability of all departments and staff for fulfilling the mission, objectives and strategic plan of the Hospital;
 - f) provide leadership in support of the Board's responsibility to develop and periodically review the mission, objectives and strategic plan of the Hospital;

- g) develop, recommend and foster the values, culture and philosophy of the Hospital;
- h) communicate with related health care agencies to promote co-ordination and/or planning of local health care services;
- i) represent the Hospital externally to the community, government, media and other organizations and agencies;
- j) be responsible for the payment by the Corporation of all salaries and amounts due from and owing by the Corporation which fall within the purview and scope of the approved annual budget or otherwise as may be established from time to time by resolution of the Board;
- k) prepare and forward a detailed report to the College of Physicians and Surgeons of Ontario where,
 - i) the application of a physician for appointment or reappointment to the medical staff of the hospital is rejected by reason of his or her incompetence, negligence or misconduct;
 - ii) the privileges of a member of the medical staff of the hospital are restricted or cancelled by reason of his or her incompetence, negligence or misconduct, or
 - iii) a physician voluntarily or involuntarily resigns from the medical staff of the hospital during the course of an investigation into his or her competence, negligence or conduct;
- l) notify the Chief of Staff, the Chief of Department, and in the case of a member of the extended class nursing staff, the Chief Nursing Executive, and the Board if necessary, of,
 - i) any failure of any member of the medical, dental, midwifery or extended class nursing staff to act in accordance with statute law or regulations thereunder, or the Hospital By-Law and Rules,
 - ii) any belief that a member of the medical, dental, midwifery or extended class nursing staff is unable to perform the person's professional duties with respect to a patient in the Hospital,
 - iii) any patient who does not appear to be receiving the most appropriate treatment and care or who is not being visited frequently enough by the attending member of the medical, dental, midwifery or extended class nursing staff; and
 - iv) any other matter about which they should have knowledge.

- m) establish the selection process for the engagement of a Chief Nursing Executive and hire the Chief Nursing Executive in accordance with the process;
- n) establish the functions and responsibilities of the Chief Nursing Executive;
- o) annually conduct the Chief Nursing Executive's formal performance evaluation and review and approve his or her compensation and set his or her goals for the coming year;
- p) report to the Board as necessary regarding the occupational health and safety program;
- q) report to the Board as necessary in respect of the health surveillance program;
- r) be responsible to the Board for taking such action as considered necessary to ensure compliance with the *Public Hospitals Act*, the Regulations thereunder, the By-Laws of the Hospital and all other statutory and regulatory requirements;
- s) attend meetings of the Board;
- t) attend meetings of all Board Committees;
- u) despite 6.2(1)(t), the Chief Executive Officer shall be a member of the Fiscal Advisory Committee as provided for in section 5.3.8.2(1) of this By-law; and
- v) perform such duties as may be directed from time to time by the Board.