
CHIEF OF STAFF

POLICY

The duties and responsibilities of the Chief of Staff are defined by the Public Hospitals Act and Regulation 965 as well as the Bylaws and Policies of the Hospital.

The Chief of Staff is:

1. appointed and evaluated by the Hospital Board annually;
2. accountable to the Board;
3. an ex-officio member of the Board, with a vote; and
4. Chair of the Medical Advisory Committee

The Chief of Staff shall:

1. organize the Medical and Dental Staff to ensure that the quality of patient care is in accordance with best practices and Hospital Board policies;
2. supervise the professional care provided by all members of the Medical and Dental Staff;
3. advise the Board and the Medical Staff with respect to the quality of care provided to patients in the Hospital;
4. report regularly to the Board and Medical Staff about recommendations and actions of the Medical Advisory Committee (e.g. appointments/re-appointments);
5. with the Chief Executive Officer, be responsible for the appropriate utilization of resources by all Medical Departments;
6. assist with the evaluation of programs and services of the Hospital;
7. participate in the development of the Hospital's Mission, Strategic Plan, Goals and Objectives and the Operating Plan;
8. with the Medical Advisory Committee, advise the Board on medical human resource needs of the Hospital;
9. report to the Medical Advisory Committee on activities of the Hospital including the utilization of resources and quality assurance;
10. advise the Medical and Dental Staff on current Hospital policies;
11. designate an alternate to act during an absence;
12. ensure appropriate participation in continuing medical and dental education; and
13. delegate appropriate responsibility to the Chiefs of Department and monitor their performance.

Qualifications:

1. Physician in good standing;
2. Demonstrated leadership abilities;
3. Demonstrated planning and decision-making skills;
4. Proven analytical, written and oral communications skills;
5. Experience in outcome measurement and quality improvement initiatives; and
6. Additional preparation in healthcare management (PMI Physician Manager Institute or equivalent).

Approved: Board of Directors

Date: Apr 2007, Nov 2010 (rc), April 2015 (r)