

BOARD MANUAL

SUBJECT: Chief of Staff Role Description	NUMBER: 2-B-6
SECTION: Oversight of Management and Professional Staff	APPROVED BY: Board of Directors
DATE: September 28, 2011	REVISED/REVIEWED: January 28, 2015, April 25, 2018

Chief Of Staff

Reporting to the Board of Directors, the Chief of Staff is responsible for the oversight of the medical/professional staff of Cambridge Memorial Hospital (CMH).

ACCOUNTABILITY

The incumbent is accountable to the Board of Directors to:

- be responsible for establishing and monitoring the credentialing and disciplining processes for the Medical/Professional Staff
- ensure that the process regarding credentialing of Medical/Staff is fair and executed in a timely manner
- be responsible for the mediation or disciplinary action of the Medical/Professional Staff in conjunction with the Chiefs of Department
- be responsible for ensuring compliance with the Public Hospitals Act (Ontario), regulations, and by-laws of the Hospital with respect to Medical/Professional Staff
- be responsible to the Board for the supervision and quality of all the medical, dental, midwifery and privileged extended class nursing diagnosis, care and treatment given to patients within the Hospital according to the charters established by the Board
- assists in ensuring appropriate cost-effective use of Hospital resources

MAJOR RESPONSIBILITIES

PATIENT CARE

- assigns, or delegate the assignment of, a member of the Medical/Professional Staff to supervise the practice of medicine, dentistry, midwifery, extended class nursing or other professional activities of any other member of the Medical/Professional Staff for any period of time
- through and with the Department Chiefs, the Chief of Staff will supervise the medical care given to all inpatients and outpatients, by:
 - ensuring the adequate review of appointments recommended by the Medical

Advisory Committee to the Board

- consulting and acting with Department Chiefs on any issue of individual patient care and patient and workplace safety
- investigating and acting, as appropriate, in consultation with the Department Chiefs and the corporation's management, on complaints involving Medical/Professional Staff
- investigates and acts, as appropriate, on matters of patient care, patient and workplace safety, academic responsibilities or conflicts with the corporation's employees and Medical/Staff. This duty includes implementing procedures to monitor and ensure Medical/Professional Staff compliance with the by-law, rules and regulations and procedures
- act as professional practice representative for Medical/Professional Staff
- investigates and reports serious incidents
- subject to article 7 of the Corporation's By-law 2. assumes, or assigns to any other member of the Medical/Professional Staff, responsibility for the direct care and treatment of any patient in the Hospital under the authority of the Public Hospitals Act and notify the attending Medical/Professional Staff member, the Chief Executive Officer and the patient, patient's guardian or power of attorney

MEDICAL/PROFESSIONAL STAFF

- through, and with the Chiefs of Department, advises the Medical Advisory Committee and the Board with respect to the quality of medical diagnosis, care and treatment provided to the patients of the Hospital
- chairs the Medical Advisory Committee
- acts as an ex-officio member of all Committees of the Medical Advisory Committee
- works with the Chiefs of Department, department managers and management teams to ensure that the annual evaluation and appointment process of the Medical/Professional Staff is completed
- works, as needed, with the Chiefs of Department, and department managers and directors in any physician discipline problems

OPERATIONS AND RESOURCE MANAGEMENT

- collaborates with the Department Chiefs in the development, periodic review and revision of clinical utilization management review activities
- supervises and evaluates Chiefs of Departments with respect to expected role with input from the department manager. Under extraordinary conditions, the Chief of Staff may suspend the Department Chief from the role of Department Chief and, pending review, appoint an acting Department Chief

PLANNING AND STRATEGY

- collaborates with the Department Chiefs in the development, periodic review and

revision of departmental resource plans

GOVERNANCE

- serves as an ex-officio member of the Board
- serves as a member of other committees howsoever designated

COMMUNICATION AND STAKEHOLDER RELATIONS

- reports regularly to the Board and to the Medical/Professional Staff, Chief Executive Officer and senior management team about any other matters of which they should have knowledge

OTHER

- performs other functions as requested by the Board and its chairperson
- recommends a member of the Medical/Professional Staff to act for him or her during his or her absence or inability to act to the Chief Executive Officer, for appointment by the Chief Executive Officer
- develops and maintains a strong working relationship with the Chief Executive Officer

LIMITS OF AUTHORITY

- as set out in the Hospital By-laws and applicable legislation

BUDGET RESPONSIBILITY

- as determined by the President & CEO

TIME COMMITMENT

- approximately 2 days per week – not a full time position