

## BOARD MANUAL

<b>SUBJECT: Staff member recruitment to Quality Committee</b>		<b>NUMBER: 2-D-21</b>
<b>SECTION: Board Processes</b>	<b>APPROVED BY: Board of Directors</b>	
<b>DATE: April 29, 2015</b>	<b>REVISED/REVIEWED: April 29, 2015, April 25, 2018, November 25, 2020</b>	

### **Purpose**

To outline the process for the recruitment of a Cambridge Memorial Hospital (CMH) staff member to serve as a voting member on the Quality Committee of the Board of CMH.

### **Background**

In accordance with the Excellent Care for All Act, 2010, the Quality Committee must have one Committee member who is employed by CMH and who is not a member of the College of Physicians and Surgeons of Ontario (CPSO) or the College of Nurses of Ontario (CNO).

The individual selected becomes a voting member of the Quality Committee.

A staff member can serve for a maximum of 3 years. Any staff person who has served the maximum term limit would be eligible for reappointment after one year of absence from the committee.

### **Procedure for Selection**

In general, the selection process would proceed as follow:

1. **Conduct a search:** The position will be advertised internally and candidates are selected for interview by the Vice President, Clinical Programs & Chief Nursing Executive (VP&CNE) and Quality Committee Chair. The interview panel (the VP&CNE and the Committee Chair) recommend a preferred candidate to the Board for Board approval. Appointment would be for an annual term from July 1 to June 30.
2. **Year 1 Review:** Prior to the January Quality Committee meeting, the incumbent will be asked to confirm if he/she is willing to be considered for a second year. At the January Quality Committee meeting, the non-staff members of the Quality Committee would consider the needs of the committee, the performance of the staff member and determine if a second year would be appropriate. If the incumbent is not interested in a subsequent year or the Committee determines that a new perspective is necessary, the search process would be undertaken between January and March.
3. **Year 2 Review:** The same process as used for year 1 would be followed for year.

4. Following the selection process, the selected candidate would be recommended to the Board to be added as an observer for the April to June period. The candidate would become a voting member of the Committee once appointed by the Board.