

**POLICY: Duties of the Chief of Staff**

**Number: 1-033**

<b>Developed by:</b> Chief of Staff	<b>Review or Revision by:</b> Chief of Staff, MAC
<b>Approval Date:</b> <b>Initial: October 29, 2019</b>	<b>Review or Revision Date:</b> Every Three Years
<b>Approved by:</b>  Board of Directors	<b>Signature(s)</b>  _____

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**Policy Statement**

- 1) The Board of Directors shall appoint a Physician to be the Chief of Staff (COS) and shall be charged with the responsibility of identifying the duties to be performed by the Chief of Staff (COS).
- 2) This initial appointment will be for a term of four (4) years which can be renewed at the Board of Directors discretion.
- 3) The Board of Directors may, at any time, revoke or suspend the appointment of the Chief of Staff.
- 4) In the event of a revocation or suspension, the Board of Directors may appoint an acting Chief of Staff until such time as the selection process set out in the Bylaws is complied with.

**Duties of the Chief of Staff**

- 5) The Chief of Staff shall,
  - (a) be accountable to the Board of Directors;
  - (b) organize the Professional staff to ensure that the quality of the medical, dental, midwifery and nurse practitioners care given to all patients of the Hospital is in accordance with Policies established by the Board of Directors;

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- (c) chair the Medical Advisory Committee and ensure accurate minutes are kept and appropriately circulated;
  - (d) advise the Medical Advisory Committee and the Board of Directors with respect to the quality of medical and dental diagnosis, care and treatment provided to the patients of the Hospital, and the quality of midwifery assessment, care and treatment provided to the patients of the Hospital, and the quality of nurse practitioner care provided to out-patients with respect to the ordering of diagnostic procedures;
  - (e) report regularly to the Board of Directors and Professional Staff about the activities, recommendations and actions of the Medical Advisory Committee (or Medical Advisory Committee Executive Committee, as the case may be) and any other matters about which they should have knowledge;
  - (f) assign, or delegate the assignment, to a member of the Professional Staff the responsibility:
    - (i) to supervise and/or mentor the practice of medicine of any other member of the Medical Staff, the practice of dentistry of any other member of the Dental Staff, the practice of midwifery of any other member of the Midwifery Staff, or the practice of registered nurses in the extended class with respect to the ordering of diagnostic procedures by any other member of the Extended Class Nursing Staff, as appropriate for any period of time; and
    - (ii) to make a written report to the Chief of the appropriate Department;
  - (g) assign, or delegate the assignment of, a member of the Professional Staff, as appropriate, to discuss in detail with any other member of the Professional Staff, as appropriate, any matter that is of concern to the Chief of Staff and to report the discussion to the Chief of the appropriate Department;
  - (h) advise the Chief Executive Officer when any other member of the Medical Advisory Committee shall act during an absence of the Chief of Staff;
  - (i) supervise the professional care provided by all members of the Medical, Dental and Midwifery Staff and with respect to the Nurse

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Practitioners Staff, the ordering of diagnostic procedures for out-patients;

- (j) address concerns that arise about the quality of care or behaviours or utilization patterns of a specific Physician, Dentist, Midwife or Nurse Practitioner;
- (k) be responsible to the Board of Directors, through and with the Chief Executive Officer, for the appropriate utilization of resources by all Professional Staff;
- (l) report to the Medical Advisory Committee on activities of the Hospital, including the utilization of resources and continued quality improvement and patient safety;
- (m) participate in the development of the Hospital's mission, objectives, and strategic plan;
- (n) work with the Medical Advisory Committee to plan the Clinical Human Resources Plan needs of the Hospital in accordance with the Hospital's strategic plan;
- (o) as chair of the Medical Advisory Committee, consult with the Chief Executive Officer or delegate, to develop a Clinical Human Resources Plan for the Hospital in accordance with the Hospital's strategic plan;
- (p) participate in Hospital resource allocation decisions with senior management;
- (q) ensure a process for the regular review of the performance of the Chiefs of Departments;
- (r) ensure there is a process for participation in continuing Professional Staff education;
- (s) be a member of the Credentials Committee;
- (t) receive and review the performance evaluations and the recommendations from Chiefs of Departments concerning re-appointments, including:

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- (i) ensuring that the evaluations and recommendations are forwarded to the Medical Advisory Committee through the Credentials Committee;
- (ii) notifying the Credentials Committee of the completion of the evaluations and the completion of the recommendations;
- (iii) advising the Board of the MAC recommendations.
- (u) advise the Professional Staff on current policies and objectives;
- (v) delegate appropriate responsibility to the Chiefs of Departments.
- (w) develop and maintain a Chief of Staff succession plan;
- (x) aid in identifying local health services integration opportunities; and
- (y) collaborate with the Ontario and Guelph Health Teams.