



# RED LAKE MARGARET COCHENOUR MEMORIAL HOSPITAL

## -STATEMENT OF POLICY AND PROCEDURE-

<b>SUBJECT: Chief Executive Officer</b>		<b>DOC. ID#: BG-JD-03</b>
<b>MANUAL: BOARD OF DIRECTORS</b>		<b>Original Date: Dec-07</b>
<b>CATEGORY: ROLE DESCRIPTIONS</b>		<b>Last Revision Date: See Electronic Version</b>
<b>DEVELOPED BY: BOARD</b>	<b>APPROVED BY: BOARD CHAIR</b>	<b>Next Revision Date: See Electronic Version</b>
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### 1. ROLE:

The Chief Executive Officer will provide the leadership and assume responsibility and accountability to the overall strategic and operation planning of the Red Lake Margaret Cochenour Memorial Hospital. This will be carried out in concert with the overall strategic direction of the Hospital and in partnership with the Board of Directors and leadership team of the Hospital. This is achieved through (but not limited to)

- Demonstrating commitment to the Hospital strategic principles
- Establishing a just culture of collaboration and integration that enhances the provision of excellent patient care and improved patient satisfaction, provides a safe employee and patient care environment while supporting innovation and creativity.
- Overseeing strong workforce development through recruitment and retention, employee satisfaction and engagement, maximizing growth potential of employees and strong succession planning, while embracing diversity as a strategic advantage
- Maximizing operational efficiencies to provide the highest quality of safe and sensitive patient care
- Ensuring regulatory and legislative compliance
- Achieving and maintaining strong Hospital fiscal health
- Establishing effective and timely means of communication within and outside the organization
- Participating as needed in physician recruitment efforts
- Continuing leadership in environmental and community stewardship

### 2. DUTIES:

- Being accountable for the overall direction and outcomes of the entire organization
- Directing the efforts of senior executives:
  - In developing current and long-range objectives, policies, budgets and operating plans for the entire organization
  - Establishing the reporting structure
  - Delegating limits of authority regarding policies, contractual commitments, expenditures and personnel matters

- Ensuring corporate policies and procedures, strategic goals, operating plans align with Values, Vision and Mission of the organization as established/approved by the Board
- Advocating/promoting organizational changes related to the Hospital's strategic directions
- Representing the organization to the financial community, government, regulatory agencies and general public
- With Board Chair, enabling Board to fulfill its governance function:
  - by assisting in evaluation and selection of Board Directors
  - By making recommendations, supports Board Directors during orientation, self-evaluation
  - By ensuring Board has sufficient and current information to enable effective governance
- Providing leadership in growing and enhancing an integrated health centre with excellent clinical outcomes, excellent service, and very strong, collegial, mutually supportive partnership with the medical schools, Northwest LHIN and MOHLTC.
- Effectively engaging and establishing strong working relationships with the staff, physicians and in the community.
- Establishing a leadership role by instilling confidence, trust and respect, while appropriately representing the Red Lake Margaret Cochenour Memorial Hospital.
- Building on the current fiscal strength and stability of the RLMCMH through proper management and oversight; proactively leading the organization in a challenging and regulated environment to meet short- and long-term capital requirements.
- Directing effort toward safe and effective patient care throughout the hospital by focusing on the patient experience, adherence to current standards of practice, and service excellence.
- Investing in training and developing people – including workforce planning and succession planning.
- Establishing a culture of open communication, accountability and timely decision making.
- Creating an environment of continuous improvement that fosters physician and staff collaboration, promotes efficient use of resources, and improves patient outcomes.

### 3. CANDIDATE QUALIFICATIONS:

The ideal successful candidate will possess the following required and desired credentials, experience, skills and characteristics;

#### Education and Training

- An advanced degree in a relevant field is required
- Appropriate management and leadership experience are essential
- Advanced training in business and healthcare management is desirable.
- Broad understanding of health care system issues and legislative and regulatory environment.
- Demonstrated thorough knowledge of current management principles, practices and methods is required.

#### Required Experience

- Considerable knowledge and experience of a small, rural, remote, community hospital and ability to manage both the operational realities and community expectations with little support.
- Understanding and management of all facets of hospital operation.
- Ability to work with limited resources and a small leadership base.
- Balancing of funding sources and needed service provisions.

- Operating effectively in a complex decision-making setting
- Demonstrated ability to work with diverse groups and commitments to advancing workplace diversity.

### **Desired Experience**

- Balanced experience in clinical operation, finance and administration
- Experience working in a complex environment where there may be conflicting objectives. Ability to navigate and pull all into a broader system view and the ability to effectively engage constituents to achieve a balance in competing agendas.
- Experience in effectively representing hospital needs with an understanding of the broader economic demands that need to be balanced.

### **Personal Characteristics and Attributes**

- Collaborative partner who values teamwork and integration
- Demonstrates ability to understand the patient's, caregiver's, staff's and physician's perspectives
- Decisive; not afraid to make tough decisions and supportive of distributed decision making
- Open, accessible and visible; approachable to staff
- Proactively seeks to build and maintain relationships
- Motivational and inspirational with a commitment to excellence
- Excellent communication, listening and negotiation skills, inclusive of others views
- Strategic thinker who is a visionary, innovative, creative, and willing to take appropriate risk
- Discerning, broad thinking and intellectually agile
- Demonstrates integrity and honesty

## **4. QUALITY IMPROVEMENT:**

- Builds a culture of continuous quality improvement and ensure that the Organization has identified quality improvement goals and objectives to support the dimensions of quality: patient safety, patient-centered, effective, integrated and accessible.
- Ensures that performance and outcome is measured, monitored, and reported to stakeholders.
- Ensures that the organization commits the resources necessary to meet the objectives of the quality improvement plan.

## **5. OCCUPATIONAL HEALTH AND SAFETY; PATIENT SAFETY; RISK MANAGEMENT:**

### **Occupational Health & Safety**

- Familiar with the Occupational Health and Safety Act and regulations and processes for due diligence and reporting safety issues and ensures compliance with the Act.
- Ensures that a Joint Health and Safety Committee is established and maintained at the workplace and that the health and safety representatives receive training to enable him/her to effectively perform the duties of a health and safety representative.
- Ensures that workers and supervisors receive occupational health and safety awareness training and that records of the training are maintained.
- Refrains from any activity that may endanger the health and safety of themselves, patients, or other staff.
- Assists with investigations of incidents as appropriate.
- Participates in monthly safety inspections as required.

- Ensures that the organization has robust emergency and disaster preparedness plans and that staff receive training appropriate to their role.
- Ensures that the organization has programs and policies to address Workplace Violence and Harassment.
- Participates in emergency code drills as required.
- Identifies risk factors in the environment and takes prompt action to correct.
- Promotes personal wellness and safe working practices among all staff.

**RISK MANAGEMENT**

- Ensures that the organization has an enterprise risk management program that includes identification of risk monitoring, mitigation strategies and reports to the Board of Directors.

**PATIENT SAFETY**

- Builds a just culture of patient safety and ensure that patient safety objectives are part of the governance strategy and plan.
- Ensures that the organization and staff have the resources necessary to meet the patient safety objectives.

**6. CONFIDENTIALITY:**

- Maintain strict confidentiality of all information and abide by the Hospital's Confidentiality Policy.

I have read and agree with this job description.	
_____	_____
<b>Employee's Signature</b>	<b>Date</b>
_____	_____
<b>Director's Signature</b>	<b>Date</b>

I have read and agree with this job description.

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**Employee's Signature**

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**Date**

