

		POLICY NAME:	CHIEF EXECUTIVE OFFICER – POSITION DESCRIPTION	
APPROVING BODY:	Board of Directors	NUMBER:	GOV-2-20	VERSION: 3.0
EFFECTIVE DATE:	April 2009	MANUAL:	Governance	
LAST REVIEW DATE:	November 2010	SECTION:	2.0 - Provide for Excellent Management	
REVISION DATE:	January 2014	PAGES:	1 of 4	
NEXT REVIEW DATE:	January 2017	COMMITTEE OVERSIGHT:	Executive	

The CEO is accountable to the Board of Directors of Muskoka Algonquin Healthcare (MAHC) for the overall direction and effective administration of MAHC. The CEO's job is described by the following outcomes:

1. MAHC provides the best possible patient experience and quality of care to people in the community within the approved budget for each fiscal year.
2. The organization's strategic direction is communicated, directs focussed activities and is supported by the membership, the board and the staff.
3. MAHC is administered in a manner that maximizes the efficiency and effectiveness of the human, material and financial resources in the organization.
4. MAHC has collaborative relationships, partnerships and system integration with appropriate agencies and organizations within the community/North Simcoe Muskoka Local Health Integration Network.
5. There is a mutually respectful and effective relationship between the CEO and the board.

Successful fulfilment of the outcomes will be demonstrated through the following attributes:

- a. **Leadership:** guiding individuals and groups toward the organizational vision, while maintaining cohesiveness, motivation, commitment and effectiveness. Partnering with Chief of Staff, Senior Leaderships Team and the Board of Directors.
- b. **Communication:** communicating effectively such that verbal and written communication is understood.
- c. **Lifelong Learning:** continually learning and promoting the value of learning for self and others. Investing in learning and growth of staff as well as leadership and talent management.
- d. **Consumer/Community Relations:** identifying and responding to community needs; actively promoting positive relations with the public.
- e. **Political and Health Environment Awareness:** being sensitive to political issues and the health environment and their impact on MAHC; improving health services through non-partisan involvement.

- f. **Conceptual Skills:** identifying and analyzing situations, tasks and problems so that viable solutions are found; approaching tasks and problems such that total systems and strategies are taken into account.
- g. **Results Management:** establishing courses of action for self and others to achieve desired results. Aligning process, systems, structures, culture and skills to achieve the strategy.
- h. **Resources Management:** managing human, capital, financial and information resources so that organization objectives are achieved.
- i. **Compliance to Standards:** promoting compliance with accreditation standards, and ethical and legal requirements.

Responsibilities and duties of the CEO shall include:

1. be responsible to the Board for the organization and management of the organization in accordance with policies established by the Board and subject to direction of the Board;
2. demonstrate fiscal accountability to the Board and ensure appropriate systems and structures are in place for the effective management and control of resources including the employment, development, control, direction and termination of all employees;
3. ensure structures and systems are in place for the development, review and recommendation of new programs, program expansion or changes;
4. ensure effective human resource and succession planning is in place and identify resource implications;
5. establish a selection process for the appointment of the Senior Leadership Team and appoint the Senior Leadership Team in accordance with the process and ensure the ongoing evaluation.
6. establish the functions and responsibilities of the Senior Leadership Team;
7. establish an organizational structure to ensure accountability and quality of all Programs, departments and staff for fulfilling the Vision and Values and strategic directions of the organization;
8. provide leadership in support of the Board's responsibility to develop and periodically review the Vision, Values and strategic directions of the organization;
9. develop, recommend and foster the values, culture and philosophy of the organization;
10. communicate with related health care agencies to promote co-ordination and/or planning of local health care services;
11. represent the Organization in matters of hospital business to the community, government, media and other organizations and agencies;
12. be responsible for the payment by the organization of all salaries and amounts due from and owing by the organization which fall within the purview and scope of the approved annual budget or otherwise as may be established from time to time by resolution of the Board;

13. be an Ex-Officio non-voting Director and report to the Board on any matters about which it should have knowledge and subject to this By-law, be an Ex Officio member of Board committees;
14. be Secretary of the Board at the discretion of the Board; and
15. perform such other duties as directed from time to time by the Board.

In order to achieve the performance requirements, the following qualifications are prerequisites for the CEO:

Education:

- Graduate degree, or equivalent qualifications, with emphasis on management in a health care environment;
- Demonstration of continuous professional development through traditional learning opportunities (course work, workshops, seminars & conferences)
- Professional certification with the Canadian Healthcare Executives (CHE) or equivalent.

Experience:

- 5-7 years of senior management experience in a health care environment and in progressively demanding positions;
- Previous responsibility for large budgets and numbers of staff within the public sector environment

Other Requirements:

- Strong verbal and written communication skills are essential in order to interact with various internal and external stakeholders
- Ability to time manage, prioritize, and multi-task to meet deadlines.
- Demonstrated attention to detail.
- Highly motivated and flexible with the ability to adapt quickly to new situations and challenges.
- Demonstrated appreciation and respect for protocol, professionalism, and confidentiality.
- Ability to work efficiently, independently and in a collaborative environment.
- Demonstrates commitment to professional and personal growth and development through continuing education programs.

DEMANDS OF POSITION:

- Several hours a day spent working on a computer or in a sitting position with the ability to move freely to accomplish work.
- Primarily office conditions with regular interactions within patient care areas.
- May be subject to frequent interruptions.

• Physical Demands	• Biological
Patient Transfers	Exposure to blood borne pathogens
Patient Lifts	Exposure to bacteria, viruses
Patient Lifts with Mechanical Assist.	Exposure to disinfectants/sterilization agents
Transporting Carts (laundry, dietary, supply, etc.)	• Ergonomic
Material Handling (supplies, IV solutions, paper, etc.)	Workplace design
Lifting less than 22.7kg/50lbs	Equipment design
Lifting more than of 22.7kg/50lbs	Work organization
Exposure to excessive heat, noise or vibration	Work environment
Exposure to violence/aggression	✓ Repetitive work due to computer use
Prolonged Standing	Repetitive work due to equipment use
✓ Prolonged Sitting	Repetitive work due to task performance
Shift Work (days, nights, 8 hour, 12 hour, etc.)	• Safety
Exposure to radiation	Work with or operate equipment, moving parts, blades, pinch points, etc.
• Chemical	Electricity
Exposure to controlled products, designated substances	Steam, heat, chemical energy
Exposure to solids, liquids, gasses	
Exposure to anaesthetic agents	
Exposure to medications	