
	<b>TITLE OF THE POLICY: VICE PRESIDENT MEDICAL AND CHIEF OF STAFF PERFORMANCE EVALUATION</b>	<b>Policy Number: BRD-0520</b>
	<b>Policy Tool Type: Policy</b>	<b>Policy Level: Level III</b>
	<b>Accountability: Board of Trustees</b>	<b>Page 1 of 4</b>

<b>Approval Date</b>	<i>December 7, 2021</i>
<b>Revision Date</b>	
<b>Approved by</b>	<i>Chair, Board of Trustees</i>
<b>Approver Signature</b>	
<b>Scheduled Review Date</b>	
<b>Cross- Reference</b>	

## PURPOSE

To outline the process for the Vice President Medical and Chief of Staff performance evaluation.


## SCOPE

This policy applies to the Board of Trustees and the Vice President Medical and Chief of Staff.

## POLICY STATEMENT(S)

The Vice President Medical and Chief of Staff Evaluation is comprised of two elements, which in total represent the required elements for performance review. These elements are as follows:

- Vice President Medical and Chief of Staff annual workplan.
- Vice President Medical and Chief of Staff Competencies.

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## **PROCEDURE**

The Chair of the Board of Trustees and the President and CEO shall initiate the Vice President Medical and Chief of Staff Performance Evaluation in March of each year. The Executive Committee of the Board will be responsible for the evaluation process of the Vice President Medical and Chief of Staff.

### **Vice President Medical and Chief of Staff**

Each March, the Vice President Medical and Chief of Staff will submit to the Executive Committee a workplan for the next fiscal year, including related metrics such as desired outcomes and timing. The Vice President Medical and Chief of Staff workplan will be consistent with the Central Health Strategic Plan.

The Vice President Medical and Chief of Staff workplan will ensure the workplan includes the responsibilities of the position, Quality Improvement Plan, Strategic Plan and the Balanced Scorecard. Throughout the year, progress shall be reviewed by the Board Chair and President and CEO in order to review and assess progress and any appropriate changes to the work plan.


At year end, the completed work plan, including the Vice President Medical and Chief of Staff input on achievements, shall be given to the Executive Committee.

The final assessment of the achievements shall represent one of the two parts of the Vice President Medical and Chief of Staff Evaluation. A summary shall be given to the Board by the Executive Committee.

This process shall be repeated annually subject to any changes proposed by the Executive Committee and approved by the Board of Trustees and President and CEO.

### **Vice President Medical and Chief of Staff Competencies**

The competencies which are essential to the success of the Vice President Medical and Chief of Staff shall comprise the second element of the Performance Evaluation.

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A competency is defined as any knowledge, skill, trait, motive, attitude, value, or other personal characteristic that is essential to perform the job and that differentiates good from superior performance. The essential competencies and their subsets are as follows:

Achieving Results

- Building Strategic Partnerships
- Collaboration
- Impact and Influence
- Organizational Awareness
- Results Orientation
- Service and Quality Orientation

Leading Effectively

- Building Organizational Capacity
- Holding Self and Others Accountable
- Visionary Leadership

Thinking Critically

- Business Acumen
- Strategic Orientation


Personal Effectiveness

- Interpersonal Sensitivity
- Leadership Presence

The Chair and President and CEO will initiate annually the evaluation of the Vice President Medical and Chief of Staff in terms of these competencies.

In April, Board members will be asked to participate in the Vice President Medical and Chief of Staff via a web-based tool to assist in the competency assessment.

Additionally, at the discretion of the Vice President Medical and Chief of Staff, up to six (6) others may be asked to participate. These six are in addition to the Board members and are a combination of internal and external stakeholders.

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By the end of April, a summary report prepared by the Vice-President, People and Transformation will be sent to the Board Chair.

The Board Chair and President and CEO will meet with the Vice President Medical and Chief of Staff for a preliminary review of the competency assessment.

The Board Chair and President and CEO, with the Executive Committee members, shall meet with the Vice President Medical and Chief of Staff to review the results from the competency assessment, and to discuss the achievements in the Vice President Medical and Chief of Staff.

A summary representing both elements will be presented to the Board by the Chair at the May Board meeting.