


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure	
Title Chief of Staff Performance Evaluation	Policy Number ADM-BO-021	
Developer Governance Committee	Category	Board
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	Next Review Date	October 2022

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1.0 Scope of Policy/Procedure

- To ensure that the Chief of Staff (COS) exercises effective leadership over the medical affairs of the Hospital.

2.0 Policy Statement

- Achievement of Results – COS Performance Goals: The COS will be evaluated by the Executive Committee of the Board of Directors, on the achievement of objectives as documented in the Strategic Priorities Monitoring Tool. It is recognized that most organization initiatives are dependent on physician involvement (some objectives are specifically led by Medical Affairs), and these are monitored by the Board of Directors.
- (Competency) Evaluation: The COS will be evaluated every two (2) years using the Pulse 360 tool. The performance review process is intended to be developmental and to encourage continuous improvement.
- In the case of a new COS, an interim performance evaluation will be completed after six (6) months, unless determined otherwise by the Board of Directors.

3.0 Supporting Documents

Document Title	Document Type	Number
Pulse 360 Tool		

4.0 Procedure/Process

- The annual performance evaluation period is the North Bay Regional Health Centre's (NBRHC) fiscal year. Every second year, the Pulse 360 tool will administered. The Board Chair and President & CEO will determine raters for the COS's behavioural competency tool. Following the completion of the evaluation process, the Board Chair and President & CEO meet with the COS to review the results of the evaluation and subsequent development plan. The Board Chair and President & CEO will summarize the results of the Pulse 360 and the resulting development plan, and provide the summary to the Executive Committee of the Board.

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- The COS Performance Goals document is drafted by the COS in later February or early March of the year, and is forwarded to the Executive Committee where it is discussed and refined. At the end of the year, progress towards these goals will be forwarded to the Executive Committee by the COS.

5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	October 2020
Board of Directors	November 2020

6.0 Approval

Signing Authority Signature	Date Signed
Board Chair	January 13, 2021