


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure	
Title President & CEO Performance Evaluation	Policy Number ADM-BO-005	
Developer Governance Committee	Category	Board
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Index
1.0 <u>Scope of Policy/Procedure</u>
2.0 <u>Policy Statement</u>
3.0 <u>Supporting Documents</u>
4.0 <u>Procedure/Process</u>
4.1 Performance Evaluation
4.2 Achievement of Results
4.3 Competency Model
4.4 Timing
5.0 <u>References</u>
6.0 <u>Stakeholder Review</u>
7.0 <u>Approval</u>

1.0 Scope of Policy/Procedure

- To ensure that the President & CEO exercises effective leadership in conducting the affairs of the Hospital and working with the Board of Directors.
- The performance review process is intended to be developmental, and is overseen by the Executive Committee of the Board of Directors.

2.0 Policy Statement

- The Board of Directors delegates responsibility for overseeing the annual performance evaluation and compensation process to the Executive Committee of the Board, as specified in the Administrative Bylaws.
- The Executive Committee determines raters for the CEO's behavioural competency tool. The Executive Committee shall take into account the progress and activities that have been reported to the Board of Directors throughout the year. Following the completion of the evaluation process, the Board Chair meets with the President & CEO to review results of the evaluation and subsequent development plan. The Board Chair summarizes the results of the Pulse 360 and the resulting development plan for the President & CEO, and presents both to the Executive Committee of the Board.

3.0 Supporting Documents

Document Title	Document Type	Number
Competency Evaluation Tool – Available via the Executive Assistant		

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Policy/Procedure documents appearing on paper are not controlled should always be checked against the electronic version prior to use.

4.0 Procedure/Process

4.1 Performance Evaluation

- The Board of Directors requires that the President & CEO be evaluated based on two main criteria: his or her Achievement of Results, and his or her Behavioural Competencies. These two criteria are described below:

4.2 Achievement of Results

- The Board recognizes that the overall organizational performance and the President & CEO's performance are inextricably linked. Therefore, monitoring the President & CEO's performance will be an annual progress review linked to the Strategic Plan. To document progress of the organization, the Board will regularly review the Strategic Priorities Monitoring Tool.

4.3 Competency Model

- The Competency Model (as per the CEO Job Profile Policy ADM-BO-022) measures the key behavioural competencies that have been deemed essential for successful performance by the President and CEO. The President & CEO Job Profile will be reviewed periodically to ensure that it continues to reflect the hospital's requirements.
- Demonstration of the key competencies by the President & CEO shall be determined through a multi-rater feedback process, determined by the Board from time to time. Typically, the evaluation tool will be completed in a 360 degree fashion every other year. Periodically, and as required, the President & CEO/Board Chair will conduct coaching and debriefing relative to the Pulse 360 survey results.

4.4 Timing

- The Annual Performance Evaluation period is the fiscal year. Achievement of results will be discussed between the Board Chair and President and CEO. Every second year, through an Executive Committee meeting in April or May, the Pulse 360 tool will be administered.

5.0 References

NBHRC Policy ADM-BO-002 – CEO Job Profile

6.0 Stakeholder Review

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

7.0 Approval

Signing Authority Signature	Date Signed
Board Chair	January 13, 2021