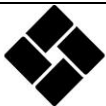


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure
Title Chief of Staff Succession Planning	Policy Number ADM-BO-027
Developer Governance Committee	Category Board of Directors
	Issue Date December 8, 2016
	Revision Date October 2021
	Next Review Date October 2023

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1.0 Scope of Policy/Procedure

- In order to ensure that provision is made for continuity of medical leadership for the hospital, the Board of Directors will have a documented process in place for succession should the Chief of Staff (COS) position become vacant due to sudden loss, resignation, retirement or termination. Should the Chief of Staff require an extended leave of absence due to personal, health or other reasons, the succession plan should also specify the process for appoint of an interim Chief of Staff.
- The Board of Directors should also have a means to ensure successful transition to a new COS. Based on best practice, the COS is expected to mentor the successor candidates through internal succession planning. The COS is expected to report on this to the Executive Committee of the Board of Directors annually during the evaluation process.

2.0 Policy Statement

The Board of Directors will be aware of the COS's succession plan to ensure the stability of operations.

3.0 Supporting Documents

Document Title	Document Type	Number
Board Appointed Professional Staff By-Laws - 2018	By-laws	N/A
Board Appointed Professional Staff Rules & Regulations – 2018	Rules & Regulations	N/A

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4.0 Procedure/Process

4.1 Sudden Vacancy (e.g. death, resignation, termination, extended leave)

- The COS will recommend to the President and CEO on the appointment of a member of the Professional Staff to act for him/her during his/her absence or inability to act, as per the Board Appointed Professional Staff By-Laws 2018, section 6, subsection (3)(r).
- When a sudden vacancy occurs the Board of Directors, with the assistance of the President and CEO, will appoint the member of the Professional Staff an interim COS.
- Within 3 months the Board and CEO, will initiate a selection process to decide between potential candidates for a new COS as per section 4.4.

4.2 Planned/Short-Term Absence

- Planned/Short-term COS absences of more than four (4) weeks requires as much notification as possible to arrange for the appointment of an interim COS.
- The COS will identify a member of the Professional Staff to act in the capacity of Acting COS during any planned/short-term absence. This selection shall be at the discretion of the COS at the time of the absence. The COS shall advise the President and CEO and the Board Chair of the selection prior to departure.
- The Acting COS will be apprised of any impending issues and where to find support when needed for those and other issues.
- The Acting COS can expect support from the President and CEO, Senior Leadership Team, and the Board Chair, as needed.

4.3 Development of Future Medical Leaders

- The COS will develop and maintain medical leadership resources and knowledge transfer to future medical leaders.
- All candidates interested in the position of COS will be encouraged and supported in undertaking leadership education.

4.4 Selection of Chief of Staff

- The Board of Directors will make an open call for interested candidates.
- During the last year of the COS's term, the COS, President & CEO, and Board Chair will review a list of potential candidates for COS, based on professional interest, leadership experience, extent of leadership training and ability to accommodate their clinical practice to the needs of the COS position.
- A Selection Committee will be convened and tasked with review of potential candidates to be interviewed and rated using a skills matrix. Membership to include: President & CEO, Board Chair, 1 Board member, VP Clinical Services and President of Professional Staff.
- A mentorship program will be available to those that want to participate - starting as early as three (3) months prior to the end of the term to as long as three (3) months into the next term to support the transition of the new Chief of Staff. Duration is customized to meet the needs of the incumbent. The President & CEO or delegate can function as a mentor in addition or in place of the outgoing Chief of Staff.

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- Selection Committee to convene with Medical Advisory Committee to review short list of candidates and endorse.
- The final candidate selected will receive Board approval to complete the process.

5.0 References

Board Appointed Professional Staff By-Laws, North Bay Regional Health Center, 2018
Board Appointed Professional Staff Rules & Regulations, North Bay Regional Health Centre, 2018

6.0 Stakeholder Review

Primary Stakeholders	Month/Year Reviewed
Chief of Staff	October 2021
Committee Stakeholders	Month/Year Reviewed
Governance Committee	October 2021
Executive Committee	N/A
Board of Directors	November 2021

7.0 Approval

Signing Authority Signature	Date Signed
Chair, Board of Directors	November 11, 2021