

# Chief of Staff Agreement

Atikokan General Hospital

And

The Chief of Staff

The Board of Directors and Leadership Team of the Atikokan General Hospital are pleased to offer Dr. Sara Van Der Loo a service contract as Chief of Staff in accordance with the terms and conditions outlined in this Agreement.

## *Duties and Responsibilities of the Chief of Staff:*

As Chief of Staff, Dr. Van Der Loo will report to the Board of Directors, Board Chair and Chief Executive Officer.

The specific accountabilities of the Chief of Staff are set out in the Public Hospitals Act, the Regulations to the Public Hospitals Act, the hospital's by-laws and professional staff by-laws and the attached position description (see Schedule "A").

## *Insurance*

Dr. Van Der Loo agrees to carry liability insurance during the course of this agreement in respect of the services provided pursuant to this Agreement.

## *Fee*

With reference to the Hay Group's "Chief of Staff Compensation Review," the Hospital shall pay Dr. Van Der Loo an annual stipend of \$25,000 to be paid on a monthly basis (\$2083.33/month) for the services specified above. Under the terms of this Agreement, Dr. Van Der Loo is responsible for all statutory remittances required under both federal and provincial legislation.

## *Conflict of Interest*

Dr. Van Der Loo agrees to identify any potential conflicts of interest that may exist as a result of her contract with the Hospital and other employment or business endeavours in which she is engaged. Resolution of these matters will be negotiated with the Board Chair and Chief Executive Officer. She agrees to comply with the Hospital's conflict of interest policies.

Dr. Van Der Loo agrees to maintain confidentiality and secure all material and information in her possession or under her control, which is the property of the Hospital. She agrees to comply with the Hospital's confidentiality policies.

*Changes*

Any changes made to this Agreement shall be made in writing and signed by the parties.

*Term of Agreement*

This Agreement shall be in effect from May 2, 2018 to March 31, 2021.

  
\_\_\_\_\_  
Signature of Chief of Staff

  
\_\_\_\_\_  
Signature of Chief Executive Officer

18 MAY 2018  
Date

  
\_\_\_\_\_  
Signature of Board Chair

# Atikokan General Hospital

## SCHEDULE "A"

### Duties of Chief of Staff

The Chief of Staff shall:

- 1) Be accountable to the Board for the medical and dental organization of the Hospital and for the supervision of the medical care given to all patients of the Hospital in accordance with the policies, by-laws, guidelines and rules established by the Hospital and the provisions of the *Act* and other relevant legislation;
- 2) Be the Chairperson of the Medical Advisory Committee;
- 3) Advise the Medical Advisory Committee and the Board with respect to the quality of medical and dental diagnosis, care and treatment provided to the patients of the Hospital;
- 4) Be an ex-officio member of all committees that report to the Medical Advisory Committee; act on other committees as requested by the Board of Directors;
- 5) When necessary:
  - i) Assume, or assign to any other member of the Medical Staff, responsibility for the direct care and treatment of any patient in the Hospital under the authority of the *Act*; and
  - ii) Notify the attending physician, the Chief Executive Officer and, if possible, the patient with respect to such aforementioned assignment;
- 6) Assign, or delegate the assignment of a member of the medical staff:
  - i) To supervise the practice of medicine of any other member of the medical staff for any period of time; and
  - ii) To make a written report to the Chief Executive Officer;
- 7)
  - i) In consultation with the CEO, designate an alternate who will assume duties during an absence of the Chief of Staff;
  - ii) assign, or delegate the assignment of a member of the medical staff to discuss in detail with any other member of the medical staff any matter which is of concern to the Chief of Staff;
- 8) Report regularly in writing including the minutes of the Medical Advisory Committee to the Board about the activities, recommendations and actions of the Medical Advisory Committee and any other matters about which they should have knowledge;

- 9) Participate in the development of the Hospital's Mission, Objectives and Strategic Plan;
- 10) Work with the Medical Advisory Committee to plan the medical staff needs of the Hospital in accordance with the Hospital's strategic plan;
- 11) i) assure there is a process for participation in continuing medical and dental education;  
ii) receive and review recommendations regarding changes in privileges;  
iii) receive and review the performance evaluations and recommendations concerning reappointments and ensure that the evaluations and recommendations are forwarded to the Medical Advisory Committee;
- 12) Participate in Hospital resource allocation decisions;
- 13) Advise the medical and dental staff on current Hospital policies, objectives and rules; and delegate appropriate responsibilities.