

**BOARD MANUAL**

Approved By:	Board	Number:	5-4
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SUBJECT:	President and CEO Position Description		

Reports to: Board of Directors

Position Objective

The President and Chief Executive Office, (CEO) is accountable to the Board of Directors for the strategic and operational leadership of the Grand River Hospital. The CEO is also accountable for working with the Board and the community stakeholders to plan for an integrated and complementary health care system within the Local Health Integration Network (LHIN).

The CEO is responsible for ensuring that the vision, mission, and inherent organizational values meet the needs of those served by the organization and that they are embraced and executed by its staff, physicians, and volunteers. In addition, the CEO is responsible for adhering to the statute of the Public Hospitals Act, the Medical Act, and the organization's by-laws. The CEO must ensure that Grand River Hospital continues to provide quality health services that meet the needs of its patients, families and communities, and that there are effective programs for patient engagement and improvements of patient experience.

- **Key Areas of Responsibilities** Lead strategic planning for the organization and ensure that the resources of the organization (human, financial, and capital assets) are aligned with GRH's mission, vision, values, and goals set out in the current and prevailing Strategic Plan and Accountability Agreements;
- Establish administrative policies to direct hospital activity within the authority delegated by the Board;
- Maintain financial controls so that the hospital operates within available resources and within the direction of the Board in its Capital and Operating budgets;
- Ensure that Quality, Safety and Risk Management are priorities of the organization so that the highest quality of care is delivered to GRH's patient population;

- Provide clear and decisive leadership, congruent with the intended direction established by the Board, fostering strong internal alignment, clear sense of purpose, and pride;
- Ensure that the organizational structure facilitates, in an accountable and efficient manner, the hospital's work;
- Ensure that the Hospital Pension Plan is effectively administered within the required legal framework.
- Establish a positive, accountable and collegial working relationship with the Board, characterized by candor and open communication. Working within clearly defined roles, the Board and CEO will develop mutually acceptable processes for direction setting, decision-making and issues management;
- Act as chief spokesperson (with the Chair of the Board of Directors) for the hospital to the media and the public. Act as primary spokesperson on matters related to hospital operations;
- Create a highly functioning, successful and empowered leadership team by developing effective structures, systems and development opportunities;
- Maintain a succession plan for all executive positions and report annually to the Board on succession planning;
- Build a positive workplace culture that embraces creativity and innovation, encourages responsible, open, transparent and effective communication and boosts staff and physician satisfaction;
- Working in partnership with the Chief of Staff, and through him with the Medical Advisory Committee, to ensure alignment of clinical programs with the Strategic Plan;
- Establish a visible and approachable presence within the hospital, fostering strong relationships with all levels of management, front line staff and the unions;
- Champion innovation, and a culture of entrepreneurialism, in the face of relentless financial pressure and increasing service demands, such that limited resources are optimized in creative ways;
- Assume executive responsibility for future capital needs including facilities and the information technology infrastructure to effectively enable the hospital to accommodate future operational needs and strategic objectives while maintaining a focus on meeting patient needs and delivering high quality and cost effective patient care. Actively develop and formalize existing and new integration partnerships with St. Mary's General Hospital in various aspects of the operation including, and not limited to, executive resources, staffing, information technology and management, facilities and clinical services;
- Continuously monitor the feasibility of and, as appropriate, develop new partnerships with Waterloo Wellington hospitals to integrate them into the shared health information system of GRH and SMGH;
- Lend strong support to the Foundation through active participation in capital campaigns, annual giving, major gifts, and special event programming;
- Promote the vital role played by volunteers within the organization;

- Forge and sustain relationships at both the political and bureaucratic levels, at the provincial, regional and municipal levels, to ensure GRH's role is understood and supported;
- Develop a strategy to position the hospital for future success within the evolving system of Local Health Integration Networks, providing leadership and ensuring service funding is sufficient to meet the health care needs of the populations served;
- Collaborate actively with the other stakeholder organizations in the Waterloo Wellington LHIN, and those in neighbouring LHINs, ensuring that the aggregate clinical profile is strong, rationalized to underscore the respective areas of clinical focus upheld by each provider organization, and to ensure the communities served have access to care on a timely, convenient basis; Formalize collaborations with acute care hospitals in the WW LHIN and neighbouring LHINs to strengthen the aggregate clinical system and improve access to health care;
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- Recognizing that the effective operation of GRH as an acute-care hospital is significantly dependent on the effectiveness and availability of related community services, champion system integration and encourage partnerships with service providers and stakeholders in the community including municipalities and providers of support services, health care and housing.
- Develop and cultivate the brand reputation of the hospital;
- Establish a strong presence in the community served, through regular and open communication and enthusiastic participation in community events; and
- Ensure ongoing personal professional development and maintain currency in industry trends.

Qualifications and Core Competencies

- The Chief Executive Officer will bring a blend of professional experience and personal qualities to the role, including: A progressive track record (minimum 10 years) in management experience and (minimum 5 years) in executive leadership with a dossier of demonstrated achievements, ideally within the institutional acute care sector;
- Academic credentials consistent with industry practice at the CEO level (e.g. ideally prepared at the Masters level, or equivalent);
- Proven ability to determine, communicate and lead effective and relevant strategic directions;
- Proven experience leading transformational organizational and/or cultural change;
- Ability to inspire and motivate physicians and staff at all levels to thrive at a higher degree of excellence;
- Experience providing leadership to and working with Board of Directors;
- Outstanding government and advocacy public relations skills evidenced by a track record of experience and achievement in this arenas;

- Demonstrated leadership and experience in identifying top talent and building strong teams;
- Demonstrated commitment to continuous improvement;
- Strong communication skills; the ability to articulate a clear vision, engage diverse audiences, handle intense media focus, actively listen to stakeholders;
- Passion and energy for leading change and success in motivating others to participate in change;
- Proactive leader that has the confidence, courage and resolve to tackle difficult issues;
- A reputation for openness, integrity and trustworthiness;
- A passion for fundraising matched with a commitment to devote time, consistently, for the support of the Foundation; and
- Strong business and financial acumen.