

Policy Title: Chief of Staff Evaluation	Policy Number: 019-JBG	Pages 4
Date: January 3, 2023	Supersedes: September 29 th 2022	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws Documents available on the Board Portal; SJHH Professional Staff By-Laws (document accessed through President's Office)	Issuing Authority: St. Joseph's Hamilton Joint Board of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Policy Statement

- 1.1 The St. Joseph's Hamilton Joint Boards of Governors (JBG) is committed to governance best practices. The performance of members of the Board will be reviewed to identify areas of strength as well as areas for development and to determine the most appropriate committee membership.
- 1.2 The Chief of Staff is subject to annual reappointment by the JBG. As a part of the annual reappointment and as a member of the Board, the Chief of Staff will undergo performance appraisal on an annual basis.
- 1.3 The Chief of Staff may delegate duties of responsibilities to the Deputy Chief (e.g. Chair of MAC); however, shall remain accountable for all of their respective duties and accountabilities. Deputy Chief of Staff, as delegated by the Chief of Staff, will report to the Board all responsibilities carried out by the Medical Advisory Committee; this is in accordance with the Public Hospitals Act. The performance evaluation of the Deputy Chief of Staff will be performed by the Chief of Staff.

2.0 Process

The Process for the Chief of Staff Evaluation is as follows:

- 2.1 A Task Group shall be appointed by the Governance Committee of the JBG and will be responsible for the following:
 - Overseeing an annual process for the Chief of Staff performance evaluation
 - Developing mutually agreed upon goals and objectives with the Chief of Staff, based in part on the Public Hospitals Act, the SJHH Professional Staff Bylaws and Academic responsibilities.
- 2.2 The Task Group shall consist of the following representation:

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- JBG Chair or JBG Vice Chair (Co-Chair)
- JBG Trustee
- SJHH President (Co-Chair)
- McMaster University Representative
- Department Chiefs (2)

2.3 The review will be completed in February of each year.

2.4 Two (web based) versions of the Chief of Staff Survey will be circulated to the following participants for feedback (see survey below):

- SJHH Executive Team members, Department Chiefs, Department Chairs
- JBG Members

2.5 Additional information will be collected including:

- A narrative detailing the Chief of Staff accomplishments, goals and indicators for current year

2.6 Information will be collated and reviewed within the committee. A meeting will be scheduled where the results of the review are communicated to the Chair of MAC & Chief of Staff and goals for the coming year are discussed and agreed upon.

2.7 The results of the review will be taken into account when considering renewal of terms.

2.8 The President shall report to the JBG and the Medical Advisory Committee when the evaluation of the Chief of Staff has been completed.

3.0 Policy History: February 25th 2016; April 11th, 2017; September 2018; September 29th 2022

4.0 Next Scheduled Review Date: September 2025

Chief of Staff Review Form

JBG Member Version

Position of Participant Completing Review: _____ Date: _____

Performance Indicators	1	2	3	4	N/A	Comments
1. How effective has the Chief of Staff been in advising the Board on the quality of medical care provided by the medical staff?						
2. Has the Chief of Staff been an effective Board member and kept the Board well advised regarding the activities of the Medical Advisory Committee?						
3. Has the Board been well advised regarding the credentials process of the hospital?						
4. Has the Chief of Staff advanced the development of SJHH as an academic health sciences centre? Please provide examples.						
5. Has the Chief of Staff been effective in leading the academic mission of research and education at St. Joseph's Healthcare Hamilton? Please provide any relevant comments/examples.						
6. Other comments						
Scoring	Scoring Definitions					
1 = Does not meet expectations	<i>Rarely/never</i>					
2 = Partially meets expectations.	<i>Occasionally/sometimes</i>					
3 = Meets expectations	<i>Consistently/regularly</i>					
4 = Exceeds expectations	<i>Always</i>					
N/A = Unable to assess	<i>Don't know/not observed</i>					

Please provide any additional comments you wish to make on any of your evaluations.

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Chief of Staff Review Form

SJHH Executive Team members, Department Chiefs, Department Chairs Version

Position of Participant Completing Review: _____ Date: _____

Performance Indicators	1	2	3	4	N/A	Comments
1. How effective has the incumbent been as the Chief of Staff and its component parts and subcommittees, including bringing forward to the MAC the decisions and policies of the Board of Directors?						
2. How effective has the Chief of Staff been in demonstrating strategic leadership to the MAC, including quality of care?						
3. How effective has the Chief of Staff been in providing leadership in the establishment of an interdisciplinary approach to patient care?						
4. Has the Chief of Staff developed collaborative relationships with other health disciplines, other organizations, partners and the Medical Staff Association? Please provide examples.						
5. Has the Chief of Staff advanced the development of SJHH as an academic health sciences centre? Please provide examples.						
6. Has the /Chief of Staff been effective in leading the academic mission of research and education at St. Joseph's Healthcare Hamilton? Please provide any relevant comments/examples to your response above						
7. Other comments						
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Please provide any additional comments you wish to make on any of your evaluations.