



GERALDTON DISTRICT HOSPITAL

Position Description

Position Title:	Chief Executive Officer	Date:	November 2015
Reviewed by:	Board of Directors	Department:	Administration
Approved by:	Board of Directors	Reports to:	Board of Directors

SUMMARY OF FUNCTION

- The Chief Executive Officer (CEO) has oversight responsibilities for the Geraldton District Hospital, including the overall direction and effective administration of the organization, ensuring high-quality, patient-oriented service within the mission, vision and values of the organization.
- The CEO reports directly to the Chair of the Hospital Board of Directors (Board) and is accountable to the Geraldton District Hospital Board.
- The CEO is accountable for the day-to-day operations and management of all current programs of the Geraldton District Hospital.

DUTIES, RESPONSIBILITIES AND ROUTINES

Leadership:

1. Is responsible for the management of the hospital
2. Demonstrates a strong personal commitment to corporate goals, staff and the patients and residents of the Geraldton District Hospital
3. Is responsible for the overall coordination and management of all aspects of Human Resources within the organization
4. Advises and recommends to the Board the formulation and appropriate policies, as required
5. Challenges the status quo to generate continuous improvement opportunities
6. Maintains knowledge of current and emerging corporate issues, trends and practices applicable to healthcare
7. Leads in the creation of a shared vision of the current and future direction of the hospital, which everyone can understand and apply
8. Provides leadership and vision, which instils commitment in others to continuous improvement and excellence in everything they do
9. Builds credibility, respect and trust of others, both within the hospital and externally in the community
10. Effectively manages him/herself to successfully respond to stressful or high-pressure situations
11. Acts as a champion of new initiatives for sustaining long-term change efforts
12. Inspires others to genuinely commit to a shared vision of the current and future of the hospital
13. Leads by example

Reviewed:

Revised: May 2023

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14. Acts as Secretary of the Board, in accordance with hospital bylaws
15. Collaborate with Ontario Health to create funding models for Nurse Practitioners
16. Collaborate with Ontario Health to review funding models for physicians
17. Monitor the physician compensation system; advocate for changes needed to ensure local physician coverage
18. Review and recommend clear role/responsibilities to meet agreed upon compensation.
19. Physician communication and Board reporting
20. Partner with Ontario Health to launch the Emergency Department (ED) Peer-to-Peer Program
21. Liase with the RNPGA and HFO to coordinate services
22. Preliminary point-of-contact for parties on matters pertaining to physician concerns.
23. Collaborate with community partners for recruitment, support, and integration.
24. Support physician recruitment and retention activities within the organization.
25. Support communication requirements to communities and physicians, and develop activities as required.

Strategic Planning:

1. In concert with the Strategic Plan, sets short and long-term objectives for the hospital, prioritizing and balancing short and long-term corporate goals.
2. Through consultation with department managers and appropriate Board committees, prepares, presents and administers the hospital budget.
3. Implements and manages a business plan focused on meeting the needs and expectations of GDH's patients, residents, staff, families and the community.
4. Establishes and reviews with the Board the corporation's asset management program (capital planning).

Communication:

1. Ensures an accurate and timely exchange of information with relevant others (i.e.: horizontally, vertically, internal, external, etc.).
2. Assumes responsibility for public relations and acts as hospital spokesperson, in accordance with direction from the hospital Board.
3. Conveys information and messages in a clear concise manner.
4. Is and is seen to be highly energetic, involved, visible and readily accessible.
5. Listens and encourages staff input.
6. Demonstrates that the contributions and opinions of others are genuinely valued.

Change Management:

1. Ensures that appropriate change initiatives, which reflect the hospital's Strategic Plan, are integrated within the hospital.
2. Fosters an environment that encourages improvement, staff empowerment and risk-taking.

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3. Responds constructively to change on a personal level.
4. Acts as a support mechanism for others to respond to change efforts.

Teamwork and Cross-Functional Partnerships:

1. Actively promotes teamwork at all levels and across organizations.
2. Builds collaborative working relationships or partnerships with others (customers, employee representatives, peers, suppliers, team members and community members).
3. Establishes parameters for networking and external committee involvement after consultation with the Board.
4. Establishes and maintains a positive and productive relationship with the Chief of Staff.
5. Ensures that the accomplishments of teams and individual contributions to teams are recognized.
6. Fosters a challenging and satisfying work climate and energizes and motivates team members.
7. Serves as a coach and counselor for team efforts.
8. Promotes a corporate perspective in individuals serving on teams.

Performance Management:

1. Leads the development of challenging, measurable performance objectives and the regular monitoring and documentation of their achievement.
2. Empowers others to maximize their involvement and contribution to realizing the hospital's Strategic Plan.
3. Exercises due diligence to meet all legislative and regulatory requirements.
4. Focuses individual/group performance to directly contribute to established hospital goals.
5. Equitably manages the diversity and unique skills and needs of individuals (i.e.: cultural, professional, etc.).
6. Provides ongoing coaching and feedback to enhance individual job performance.
7. Ensures that continuous improvement is integral with performance management.
8. Ensures that good performance is recognized and rewarded.
9. Ensures financial integrity of the hospital, as set out by policies approved by the Board.
10. Provides opportunities and encourages the ongoing development of staff.

Patient Safety:

1. Contributes to building and maintaining an organizational culture of patient safety, by:
 - Actively participating in patient safety initiatives and programs.
 - Advocating for patients in all matters relating to patient safety.
 - Adopting all patient safety related best practices.

Reviewed:**Revised: May 2023**

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The CEO shall be:

1. Knowledgeable and familiar with the Accreditation Canada Program, supports the program and participates as a team member, when requested.
2. Familiar with Infection Control Practices and Procedures and follows guidelines.
3. Familiar with responsibilities under all Privacy legislation.

Health and Safety Compliance:

1. Ensures health and safety compliance in the workplace.
 - Is familiar with the applicable legislation and requirements of the Occupational Health and Safety Act (OHSA).
 - Works in compliance of all policies and procedures to ensure personal health and safety of others.
 - Uses or wears the equipment, protective devices or clothing.
 - Reports any equipment or safety problems that may endanger him/herself, patients or co-workers, to supervisor.
 - Conducts planned safety inspections of workplace. Ensures the working environment is maintained in a health and safe condition and takes every precaution reasonable in the circumstance for the protection of workers.
 - Advises employees of the existence of any potential or actual danger to health and safety in the workplace.
 - Ensures employees have access to and understand all health and safety policies and procedures, and ensures compliance and enforcement of same.
 - Ensures workers receive proper training and instructions before beginning work and attend ongoing safety education, including, but not restricted, to WHMIS.
 - Conducts quarterly planned safety talks with employees or as directed by the nurse managers, Employee Health, Infection Control and education.
 - Evaluates the health and safety performance of employees.
 - Provides written instructions to employees regarding measures and procedures to be taken for the protection of employees.
 - Uses and ensures that personal protective equipment, where required, is provided and used.
 - Investigates and determines the causes of all accidents and injuries, recommends and initiates correction action.
 - Reports accidents/cases of occupational disease to appropriate authority within reporting time requirements.
 - Identifies and informs superiors of occupational health and safety concerns.
 - Models health and safety policies and procedures in the workplace.

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Qualifications:

1. Graduate degree in business/management, health services or the equivalent.
2. Minimum five years' experience in a senior management/Chief Executive Officer level position in a hospital setting preferred or in a similar organization.
3. Member in good standing with the Canadian College of Health Leaders.
4. Experience working with a Board of Directors.
5. Excellent organizational skills, time management skills, creativity, initiative, motivation and knowledge of relevant legislation.
6. Ability to demonstrate sound judgment and common sense.
7. Familiarity with Human Resources practices.
8. Understanding of and ability to oversee budgeting and financial management.
9. Positive and engaging approach to team members.
10. Skilled at establishing and maintaining productive partnerships.
11. Ability to communicate clearly and concisely in both verbal and written.
12. Good organizational, problem-solving and leadership skills.
13. Ability to work well under pressure and meet deadlines.
14. Ability to work independently and collaboratively as a member of a team.
15. Ability to use good judgment in assessing difficult situations.
16. Ability to be consistent and display a positive/helpful attitude.
17. Willingness and flexibility to keep pace with an ever-changing environment.
18. Stamina, sensitivity and strong negotiation and advocacy skills.
19. Excellent organization, time management, interpersonal and communication skills, both oral and written, critical thinking, attention to detail and problem-solving skills.

Preferred:

1. Oral and written communication skills in French are an asset.
2. Experience working with Indigenous people is an asset.

Reviewed:

Revised: May 2023

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Job Description Acknowledgement

I have received a copy of the job description for my position:

Position: Chief Executive Officer

Revision Date: May 14, 2023

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of Geraldton District Hospital without it being specifically included in the job description.



Employee's Name (please print)



Signature

12-5-23

Date

Reviewed:
Revised: May 2023



May 9, 2023

Darryl Galusha
Site 218-74, RR#2
Fort Frances, ON
P9A 3M3

Dear Darryl:

RE: AMENDMENTS TO EMPLOYMENT AGREEMENT

I am pleased to offer you the following amendments to your employment contract dated October 29, 2020 (and all subsequent amendments):

- Your employment in the temporary part-time position of Chief of Physician Services, and corresponding compensation, is terminated effective on May 14, 2023;
- Increase of your current base salary of 16.7%, effective on May 15, 2023, as compensation for the additional duties per the Chief Executive Officer job description as revised on April 17, 2023
- All other terms and conditions of your employment as set out in your employment contract dated October 29, 2020, will continue and remain the same.

If you wish to accept the above amendments, please sign and date the bottom of this letter and return it to Human Resources as soon as possible.

I am confident that you will continue to make a significant contribution to the health care team at the Geraldton District Hospital, and I look forward to continuing to work with you.

Sincerely,

Dorene Boulanger
Board Chair

cc. Personnel file
Payroll

Darryl Galusha

Date 10/5/23

