

**BOARD OF DIRECTORS**

Health Sciences North / Horizon Santé-Nord

<b>ISSUED BY:</b>	<b>Board of Directors</b>	<b>NUMBER:</b>	<b>II-7</b>
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<b>CATEGORY:</b>	Part II – Provides for Excellent Management	<b>PAGE:</b>	1 of 2
<b>SUBJECT:</b>	<b>CHIEF OF STAFF SUCCESSION</b>		

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The Board of Directors (Board) must ensure that provision is made for continuity of leadership for the Hospital. The Board will have in place a documented process for succession should the Chief of Staff (COS) position become vacant due to sudden loss, resignation, retirement or termination. Should the COS require an extended leave of absence due to personal, health or other reasons, the succession plan should also specify the process for appointing an interim COS.

Based on best practice, the COS is expected to cultivate their successor through internal succession planning. The COS is expected to report on this issue annually during the evaluation process.

**A. Planned Vacancy (e.g. retirement)**

The process to fill a planned vacancy will include:

The Board will establish a COS Selection Committee consisting of the following representatives:

- five (5) Elected Directors, one of whom shall be the Chair of the Board (voting);
- three (3) members of the Medical Advisory Committee, one of whom must be the President or Vice-President of the Medical Staff Association (voting);
- the President and CEO or designate (voting);
- the Chief Nursing Executive (non-voting);
- the President, Dean and CEO of NOSM University or designate (non-voting);
- a Patient and Family Advisor appointed by the Board (non-voting).

The COS Search Committee will be chaired by the Chair or a delegate appointed by the Chair.

The Search Committee may, at its discretion, select a search firm to assist with the process.

The Search Committee will interview a short list of candidates and recommend to the Board its candidate of choice.

In the event a new COS has not been appointed prior to the departure of the current COS, the Board will appoint an interim COS in accordance with Section B.

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

The COS will identify to the Medical Advisory Committee and to the Executive Committee of the Board in writing at the beginning of each fiscal year which member of the Medical Staff is recommended to fill the role of interim COS, if a sudden loss of the COS occurs. The appointment of an interim COS will be subject to approval by the Board.

**Policy Review Log**

<b>Date</b>	<b>Action</b>
June 13, 2006	Issued
November 10, 2009	Revised
March 9, 2010	Revised
January 17, 2013	Reviewed
October 16, 2014	Revised
March 10, 2015	Revised
October 20, 2016	Reviewed
November 8, 2016	Revised
November 24, 2020	Revised
March 10, 2023	Revised