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CATEGORY:	Part II – Provides for Excellent Management	PAGE:	1 of 2
SUBJECT:	PROCESS FOR THE APPOINTMENT OF CHIEF NURSING EXECUTIVE		

The Board of Directors (Board), upon recommendation from the President and Chief Executive Officer (CEO), shall approve the selection of a Chief Nursing Executive (CNE).

The duties of the CNE are generally concurrent with another senior leadership role at HSN. Therefore, the desired attributes, competencies and qualities are not limited to those related to the duties of CNE.

The CNE is a non-voting member of the Board and reports to the President and CEO for CNE duties, and may report to another senior leader for other duties.

Any vacancy in the role of CNE shall be advertised internally, on the HSN recruitment website, and at regional, provincial and national levels through relevant professional organizations for at least 15 business days.

Should the appointment of an Interim CNE be required, the Board will approve such appointment upon the recommendation of the President and CEO.

In the case of the appointment of a permanent CNE, the recommendation from the President and CEO shall be informed by advice from a search committee, chaired by the President and CEO or their designate.

The composition of the search committee shall be determined by the President and CEO, being mindful that the advertised role may not be limited to the duties of CNE and/or that concurrent searches may be held by the organization at a given time. It shall include, at a minimum:

- At least one (1) Board member serving on the Board's Quality Committee;
- The President and CEO;
- The Chief of Staff or an alternate physician leader as their designate;
- At least one (1) Vice President;
- At least one (1) member of a bargaining unit representing nursing professionals;
- At least one (1) Patient and Family Advisor;
- Gender and linguistic balance;
- At least one (1) member who self-identifies as Indigenous.

Search committee membership is subject to the submission of a declaration by the recommended members that they do not have any conflict(s) of interest, and the signing of a non-disclosure / confidentiality agreement.

The search committee terms of reference will be circulated to the members at the outset of the recruitment and selection process. In the event that existing terms of reference are not readily available, the search committee will develop terms of reference at its inaugural meeting.

The process may include, at the discretion of the President and CEO:

- The use of a search firm;
- The use of confidential surveys to solicit internal and external input for the search committee on: top priorities for the next CNE; desired attributes, competencies and qualities; and names of potential external and internal candidates who respondents think should be approached for the role.

An offer will be subject to submission of a declaration that the candidate has no conflict of interest consistent with Hospital policy, and satisfactory results, as determined in the sole discretion of the President and CEO, of: a minimum of three professional references; a criminal reference check; verification of credit, academic credentials and professional designation(s); social media review; and compliance with immunization requirements.

Policy Review Log

Date	Action
November 30, 2021	Issued
March 26, 2024	Revised