

## BOARD MANUAL

<b>SUBJECT: Chief of Staff Role Description</b>	<b>NO.: 2-B-06</b>
<b>SECTION: Oversight of Management and Professional Staff</b>	
<b>APPROVED BY: Board of Directors</b>	<b>DATE: February 4, 2026</b>

### Chief of Staff

Reporting to the Board of Directors, the Chief of Staff is responsible for the oversight of the medical/professional staff of Cambridge Memorial Hospital (CMH).

### Policy

This policy is based on the responsibilities and duties of the Chief of Staff, as detailed in Article 11, Section 11.4 of the Cambridge Memorial Hospital Medical/Professional Staff By-Law.

- (1) The Chief of Staff shall:
  - (a) be responsible for establishing and monitoring the credentialing and disciplining processes for the Medical/Professional Staff and ensure credentialing is done in a fair and timely manner;
  - (b) be responsible for the mediation or disciplinary action of the Medical/Professional Staff in conjunction with the Chiefs of Department;
  - (c) be responsible for ensuring compliance with the *Public Hospitals Act*, Rules and Regulations, and By-laws of the Hospital with respect to Medical/Professional Staff;
  - (d) be responsible to the Board for the supervision and quality of all the medical, dental, midwifery and privileged extended class nursing diagnosis, care and treatment given to Patients within the Hospital according to the Charters established by the Board;
  - (e) assist in ensuring appropriate cost-effective use of Hospital resources;
  - (f) with the Chiefs of Department, advise the Medical Advisory Committee and the Board with respect to the quality of diagnosis, care and treatment provided to the Patients of the Hospital;
  - (g) act as an *ex-officio* member of all committees of the Medical Advisory Committee, Board and Board committees;

- (h) work with the Chiefs of Department and management to ensure that the annual evaluation and appointment process of the Medical/Professional Staff is completed;
  - (i) assign, or delegate the assignment of, a member of the Medical/Professional Staff to supervise the practice of medicine, dentistry, midwifery, extended class nursing or other professional activities of any other member of the Medical/Professional Staff for any period of time;
  - (j) with the Chiefs of Department, supervise the medical care given to all Patients of the Hospital;
  - (k) investigate and act, as appropriate, on matters of Patient care, Patient and workplace safety, academic responsibilities or conflicts with the Corporation's employees and Medical/Professional Staff. This duty includes implementing procedures to monitor and ensure Medical/Professional Staff compliance with the By-law, Rules and Regulations and procedures;
  - (l) collaborate with the Chiefs of Department in the development, periodic review and revision of departmental Clinical Human Resources Plans and clinical utilization management review activities;
  - (m) supervise and evaluate Chiefs of Department with respect to expected role with input from the Department Manager. Under extraordinary conditions, the Chief of Staff may suspend the Chief of Department from the role of Chief of Department and, pending review, appoint an acting Chief of Department;
  - (n) act as Professional Practice Representative for Medical/Professional Staff; and
  - (o) investigate and report serious incidents.
- (2) When necessary, the Chief of Staff shall:
- (a) assume, or assign to any other member of the Medical/Professional Staff, responsibility for the direct care and treatment of any Patient in the Hospital under the authority of the *Public Hospitals Act* and notify the attending Medical/Professional Staff member, the Chief Executive Officer and the Patient, Patient's guardian or power of attorney;
  - (b) report regularly to the Board and to the Medical/Professional Staff, Chief Executive Officer and senior administrative leadership about any other matters of which they should have knowledge; and
  - (c) recommend to the Chief Executive Officer on the appointment, by the Chief Executive Officer, of a member of the Medical/Professional Staff to act for him/her during his/her absence or inability to act.

## Other

The Chief of Staff shall

- Perform other functions as requested by the Board and its Chair;
- Develop and maintain a strong working relationship with the Chief Executive Officer; and
- Operate within the limits of authority as set out in the Hospital By-laws and applicable legislation
- Be responsible for undertaking the activities of the role within a budget prescribed by the Chief Executive Officer.

## Time Commitment

- The Chief of Staff is expected to provide approximately 2 days per week of service.

DEVELOPED: September 28, 2011		
REVISED/REVIEWED:		
January 28, 2015	April 25, 2018	March 17, 2021
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