

**Agreement between
St. Francis Memorial Hospital
and
Renfrew Victoria Hospital
for contracted services of the
Chief Executive Officer
and
Administrative Services**

Preamble

The partnership between St. Francis Memorial Hospital and Renfrew Victoria Hospital was established in December 1999 for a shared Administrative Agreement. The arrangement has operated under an open and flexible organizational agreement that supports both Hospitals but does not limit either party from pursuing opportunities for other partnerships. This arrangement has allowed both Hospitals to leverage on the strengths of the other and successfully respond to a changing health care environment. Under this unique arrangement, the following advances at St. Francis in both clinical programs and corporate level have greatly benefited the hospital community:

- Shared CEO position
- The establishment and operation of a Renfrew Victoria Hospital satellite five station hemodialysis unit in the St. Francis Memorial Health Center
- Shared Radiologist services for general radiography, ultrasound, mammography and bone densitometry as well as, administrative support for mammography and bone densitometry.
- A shared radiology program
- Medical support for respiratory services
- A Renfrew Victoria Hospital satellite Ontario Breast Screening Program
- Support of consultation services by surgical and cardiology specialists
- A shared position of Director of Information Technology to provide planning, direction, and on site service of information technology.

The Board of Trustees acknowledges that the organizational structure is not a conventional one however; they support the following framework as being effective for this Hospital and the community.

St. Francis Memorial Hospital and Renfrew Victoria Hospital Partnership Agreement

Agreement Framework

St. Francis Memorial Hospital (SFMH) agrees to purchase the administrative services of the Chief Executive from Renfrew Victoria Hospital (RVH).

A written agreement defining the parameters and expectations of the arrangement will be reviewed annually and endorsed by the Chair of the Board of Trustees from both Hospitals and the CEO.

The Board of Trustees of SFMH will annually review and endorse the elements of the agreement.

The Board Chair of St. Francis Memorial Hospital will provide input to the Board Chair of Renfrew Victoria Hospital for inclusion in the CEO annual performance evaluation that will be completed by RVH.

Under this arrangement the CEO of Renfrew Victoria will also hold this title for St. Francis Memorial Hospital.

Should the employment relationship between the CEO and RVH change, notice will be provided to the SFMH Board of Trustees and the agreement will be discontinued unless otherwise negotiated between the two Boards.

The role of the CEO at SFMH will include:

Operational Duties

The CEO will provide leadership and direction to the Director of Operations, the Director of Patient Care Services, and the Manager of Finance.

Regular contact regarding operational issues will be through the Directors in Senior Administration. Implementation of daily operational activity will be conducted by the Directors with regular feedback provided by them to the CEO. In his absence the Director of Operations will act as the CEO's designate.

St. Francis Memorial Hospital and Renfrew Victoria Hospital Partnership Agreement

On-site attendance will be determined by the CEO as activity and scheduling dictates. Regular contact and/or consultation is available through telephone or e-mail.

The CEO will act as contact and advisor to the Medical Staff to enhance medical staff processes, recruitment, and a positive relationship. He and/or his designate will attend Medical Staff Board Meetings.

The role required to fulfill the commitment to the Board of Trustees involves:

Representing St. Francis Memorial in the external health care environment and advising the Board of Trustees to plan accordingly. It is expected that the CEO will be active in fostering cooperative relationships, and building strategic alliances at the network, regional, and provincial, level.

Serves as a resource to the St. Francis Memorial Hospital Foundation and St. Francis Memorial Hospital to identify and implement a public relations and communication strategy.

Identifying and analyzing situations and trends from the perspective of the "total system" to assist the Hospital to respond to both opportunities and threats.

Ensuring appropriate systems and structures are in place for effective Management of the organization.

Attendance at Board Meetings scheduled every second month. The Director of Operations will act as the CEO's designate should conflicts occur.

Providing support of the Board's responsibility to develop and periodically review the mission, objectives, and strategic plan of the Hospital

Mentoring and supporting the Administrative Team to develop a culture that focuses on quality care and the embraces the principles of a supportive learning environment.

Monitoring internal resource utilization and performance indicators to direct achievement of Board objectives.

St. Francis Memorial Hospital and Renfrew Victoria Hospital Partnership Agreement

The fee for the described services will be assessed as part of the annual review of the agreement to provide for fair and equitable recognition of performance.


Board Chair St. Francis Memorial Hospital

March 8/05
Date


Board Chair Renfrew Victoria Hospital

JAN 31/05
Date


CEO Renfrew Victoria Hospital

Jan 31/05
Date

Footnote:

The fee for the described services in 2012 will be \$ 98,942.00 and will be assessed as part of the annual review of the agreement to provide for fair and equitable recognition of performance.

Approved SFMH Board
December 1, 2004: