

EXECUTIVE EMPLOYMENT AGREEMENT

THIS AGREEMENT made as of this 1st day of April, 2019,

B E T W E E N:

Orillia Soldiers' Memorial Hospital

(the "**Hospital**")

- and –

Jill Colin

(the "**Executive**")

WHEREAS the Hospital wishes to employ the Executive as Chief Nursing Executive and Program Director and the Executive wishes to be employed by the Hospital in that capacity and upon the terms set forth in this agreement;

THEREFORE IN CONSIDERATION of the respective promises and covenants contained herein the parties agree as follows:

1. RESPONSIBILITIES

(a) Position and Accountability

The Executive shall render full-time services to the Hospital in the position of Chief Nursing Executive and Program Director or such other job title as the parties may agree to from time to time. The Executive is directly accountable to the Hospital's President and Chief Executive Officer (CEO) and the Executive Vice President (EVP), Patient Programs and People Strategy.

(b) Duties

The Executive shall perform, to the best of her ability and capability, the duties and responsibilities of the position as set out in the job description for the position attached as Schedule A (which may be amended from time to time by the President & CEO of the Hospital or the EVP) and such duties and responsibilities as the President & CEO or the EVP may from time to time reasonably direct, in compliance with the *Public Hospitals Act*, other applicable laws, the Hospital's by-laws and its policies, procedures, rules and regulations.

2. **TERM**

(a) **Term**

The Executive's appointment as Chief Nursing Executive & Program Director shall be for an indefinite term commence on April 1, 2019 and shall continue until otherwise terminated in accordance with the provisions of this Agreement. As set out below, the Hospital recognizes all prior service of the Executive with the Hospital.

3. **COMPENSATION**

(a) **Applicable Legislation**

The Executive's compensation, benefits, and any other remuneration is subject to and may be amended pursuant to all current and future applicable legislation and directives, including but not limited to the *Excellent Care for all Act, 2010*, the *Broader Public Sector Accountability Act, 2010*, the *Broader Public Sector Executive Compensation Act, 2014* and any compensation frameworks established or created pursuant to the *Broader Public Sector Executive Compensation Act, 2014* and O. Reg. 304/16 thereunder.

(b) **Salary**

The Hospital agrees to pay the Executive a fixed annual salary of \$143,478.00 per annum (the "Base Salary") less deductions required by law, which shall be payable in equal bi-weekly installments. Any adjustments to salary and other benefits paid to the Executive, which may include performance pay, shall be mutually agreed between the Executive, the President & CEO and EVP effective April 1st for the succeeding twelve (12) month period, only when and as permitted under applicable laws, policies, procedures, rules and regulations.

(c) **Performance Pay**

In accordance with the requirements of the *Excellent Care for all Act, 2010* as well as the Hospital's Executive Compensation Program under O. Reg. 304/16, a percentage of Base Salary is linked to the success in achieving key objectives in the Hospital's Quality Improvement Plan. The performance pay maximum (if all QIP objectives are achieved) is 3 % of fiscal year earnings. In the event that the Hospital determines that all or some of these fees will be paid out to the Executive, such payment will be made within 120 days after the conclusion of the fiscal year.

(d) **Performance Review**

Each year the Executive will meet with the President & CEO and the EVP to conduct a performance review (the "Performance Review") and to mutually agree upon the key goals and objectives for the Executive for the year. The Performance Review will be conducted in accordance with the Hospital's performance review policy. The Performance Review will, among other things, assess the Executive's success in achieving the goals and objectives established for her in respect of the most recently completed year thereafter.

4. BENEFITS AND RELATED POLICIES

(a) Reimbursement of Expenses

It is understood and agreed that the Executive will incur expenses in connection with the performance of her duties under this Agreement. The Hospital will reimburse the Executive for any reasonable expenses (including automobile expense reimbursed in accordance with the Hospital's policy for reimbursement of automobile expense) actually incurred in connection with performing her duties under this Agreement provided that the Executive gives the Hospital an itemized written account and receipts acceptable to the Hospital within forty-five (45) days after they have been incurred. Expenses will be subject to review and approval in accordance with the provisions of the Broader Public Sector Expenses Directive and any other applicable laws or directives, and shall be approved in writing by the President & CEO.

(b) Benefit Plans

The Executive shall, subject to meeting the insurability and other applicable requirements, be eligible to participate in the benefit plans and programs the Hospital has in place for full-time senior administrative personnel, including but not limited to HOOPP, dental, group life insurance and extended health benefits. The Hospital reserves the right to alter or amend the benefit plans from time to time and participation in the plans is subject to the applicable terms and provisions of the plan as set out by the carrier and as amended from time to time.

(c) Annual Vacation Entitlement

The Executive is entitled to five (5) weeks of vacation per year. Notwithstanding any Hospital policy or practice to the contrary, vacation time may not be carried over into subsequent years and must be taken in the year in which it is earned, unless otherwise agreed to in writing by the President & CEO. The Executive will take vacation at a time or times mutually agreeable to the Executive and the Hospital, and all vacation must be approved in advance by the Hospital.

Notwithstanding any other provision of this Agreement, the Executive shall also be permitted to take one (1) additional week (Management Compensation Time) of paid time off work each calendar year that shall not be considered to be part of her annual vacation entitlement.

Additionally, the Executive, in recognition of their Administrator On-Call responsibilities and in alignment with Hospital policy, will receive one paid day (7.5 hours) for each week performed as the Administrator On-Call. This shall not be considered to be part of her annual vacation entitlement.

(d) Paid Holidays

The Executive shall be entitled to twelve (12) paid holidays as set out in the Hospital's policies and procedures.

(e) Professional Dues and Memberships

The Hospital agrees to pay membership fees for the Executive's professional memberships, including the College of Nurses of Ontario (CNO) and such other organizations or associations as may be chosen by the Executive, subject to review and approval by the President & CEO and in accordance with the provisions of the Broader Public Sector Expenses Directive and any other applicable laws or directives.

(f) Communications and Information Technology

The Hospital will provide the Executive with technology necessary to fulfill her duties including cell phone, electronic mail, internet and personal computer technology to facilitate required communication between the Executive and the Hospital.

(g) Seminars and Conferences

The Executive will be permitted to be absent from the Hospital during working days to attend professional development meetings and conferences and to attend to such outside professional duties in the Hospital field as have been mutually agreed upon between the Executive and the President & CEO. Attendance at such approved meetings and accomplishment of approved professional duties shall be considered fully compensated service time. Conference attendance shall require the prior written approval of the President & CEO.

5. AUTHORITY

The Executive shall, subject to the general or specific instructions and directions of the President & CEO and the by-laws and policies of the Hospital including any limitations, have full power and authority to lead, manage and direct operational business and affairs of the Hospital, including power and authority to enter into contracts, engagements or commitments relating to the Hospital's operations of every nature or kind in the name of and on behalf of the Hospital.

6. SERVICE

(a) Full Time and Attention

The Executive shall devote full time and attention to the business of the Hospital and shall not, without the prior consent in writing of the President & CEO, undertake any other business or occupation or become a director, officer, executive or agent of any other company, firm or individual. The Executive acknowledges that this position will include the carrying out of her duties in the evenings and weekends, as may be required from time to time, in addition to regular business hours.

(b) Confidentiality

In carrying out her duties, the Executive shall faithfully serve the Hospital and use her best efforts to promote its interests. The Executive shall maintain the confidentiality of any confidential information (including information about the Hospital's practices, employees or patients) during and following the term of her employment, and shall not disclose any confidential information except as required to perform her duties hereunder or as required by law. Confidential information does not include information which was in the public domain other than by reason of acts or omissions by the Executive or lawfully received in good faith from a third party lawfully in possession of same and entitled to disclose same. The Executive may disclose confidential information of the Hospital pursuant to the lawful requirement of a court or government agency of competent jurisdiction without condition of confidentiality, provided that the Hospital is notified in advance of the specifics of the disclosure.

The Executive will strictly observe the right to privacy and confidentiality of any Hospital patient and any employee. In addition, the Executive will comply with all relevant requirements, including but not limited to the *Public Hospitals Act* (Ontario), and any other applicable legislation and regulations thereunder with respect to the confidentiality of medical records.

7. OFFICER INSURANCE & INDEMNIFICATION**(a) Insurance**

The Hospital shall insure the Executive under its general liability insurance policy for directors and officers for all acts done by her in good faith in performing her duties as Executive throughout the term of this Agreement.

(b) Indemnity

The Executive shall be indemnified by the Hospital as provided in the Hospital's by-laws, as amended by the Board and the members of the Hospital corporation from time to time.

8. TERMINATION OF EMPLOYMENT**(a) Termination by Executive**

The Executive may resign prior to the end of the Term, upon giving a minimum of ninety (90) days advance written notice to the Hospital. The Executive will not be entitled to receive any further compensation or benefits whatsoever other than those which have accrued up to the Executive's last day of active service with the Hospital. At the request of the Executive the Hospital may, at its discretion, waive in whole or in part such notice without further payment to the Executive, except as may be required by applicable employment standards legislation.

(b) Termination by Hospital for Just Cause

The Hospital shall be entitled to terminate this Agreement at any time prior to the end of the Term without notice or payment in lieu thereof, except as may be minimally required by applicable employment standards legislation, if the conduct of the Executive is such as to constitute just cause for summary dismissal. "Just Cause" for the purposes of this section

shall mean any grounds at common law for which an employer is entitled to dismiss an employee summarily and includes, without limitation, the following:

- (i) the Executive's breach of a material term of this Agreement;
- (ii) the Executive's repeated and demonstrated failure to perform the material duties of her position in a competent manner;
- (iii) the conviction of the Executive for a criminal offence involving fraud or dishonesty, or which otherwise adversely impacts the reputation of the Hospital;
- (iv) the Executive or any member of the Executive's immediate family, with the Executive's knowledge, making personal profit out of or in connection with a transaction or business opportunity to which the Hospital is involved or otherwise associated with, without making disclosure to and seeking the prior written consent of the Hospital;
- (v) the Executive's failure to act honestly and in the best interests of the Hospital;
- (vi) the Executives' failure to comply with any rules or policies of the Hospital and/or Board in a material way;
- (vii) the Executive's failure to obey reasonable instructions provided to the Executive in the course of employment, within five (5) calendar days of receiving written notice of failure to follow such reasonable instructions from the President and Chief Executive Officer ; or
- (viii) any actions or omissions on the part of the Executive constituting misconduct or negligence resulting in material harm to the Hospital.

(c) Termination by Hospital Without Cause

The Hospital shall be entitled to terminate this Agreement at any time prior to the end of the Term without cause by providing the Executive with prior written notice or a payment in lieu of notice, or a combination thereof, of six (6) months plus an additional one (1) month for each completed year of service in the role of Senior Director, Local Patient Programs and Chief Nursing Executive from the date of this Agreement, to a total maximum of twenty-four (24) months (the "Continuation Period"), as well as any arrears of monies owing to the Executive up to the date of termination, subject to the Executive's obligation to mitigate described herein. For clarity, the Hospital will recognize all of the Executive's service with the Hospital from November 17, 2014 in the determination of the Continuation Period. Payments during the Continuation Period shall be calculated based on Base Salary, and shall be payable in equal bi-weekly installments until the earlier of (i) the expiry of the Continuation Period, or (ii) upon the Executive obtaining alternative employment. "Alternative employment" shall mean employment, including self-employment, of a permanent nature with annual earnings equivalent to at least seventy-five (75%) of the Executive's Base Salary under this Agreement as of the time of termination of the Executive's employment. The Executive agrees that payments during the Continuation Period are subject to the Executive's obligation to make reasonable attempts to mitigate damages by diligently searching for alternative employment during the Continuation Period. The Executive shall immediately notify the Hospital in writing once alternative employment has been obtained, and agrees to promptly respond to all Hospital inquiries regarding the search for alternative employment. Please note, in the event that the Executive obtains alternate employment within the Continuation Period, the Executive will be provided with a lump sum payment equivalent to fifty percent (50%) of the base salary balance owing for the remainder of the Continuation Period.

The Executive will also be provided with a continuation of certain employment related benefits for the duration of the Continuation Period or until the Executive finds alternative employment, if earlier. Those benefits to be continued include: HOOPP, dental, group life insurance and extended health benefits. However, both short and long term disability benefit coverage will be discontinued at the end of the minimal statutory notice period required by applicable employment standards legislation. To the extent provided, continued coverage pursuant to the aforementioned benefit plans will be conditional on the Executive satisfying the terms and conditions required by the individual insurance providers in accordance with issued policies.

The Executive acknowledges that the payments provided pursuant to this section supersede and replace any and all rights to reasonable notice of termination that the Executive might otherwise be entitled to under common law. The Executive agrees that the payments include all amounts owing for termination and/or severance pay under any contract, statute, common law or otherwise. Any severance pay required by applicable employment standards legislation will be provided to the Executive in a lump sum, less applicable deductions. In no event shall the Executive receive less than her minimum entitlements under applicable employment standards legislation. In the event of a conflict between this Agreement and applicable employment standards legislation, the applicable employment standards legislation shall prevail.

(d) Obligations Upon Termination of Employment

Upon termination or expiry of this Agreement for any reason, the Executive acknowledges that all items of any kind created or used by her pursuant to her employment or furnished by the Hospital to her including, but not limited to, all equipment, books, records, credit cards, reports, files, CDs, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Hospital at all times, and shall be surrendered to the President & CEO, in good condition, promptly without being requested to do so.

9. NOTICES

- (a) Any notice to be given to the Executive shall be delivered to the Executive personally or mailed by registered mail to the Executive's address last known to the Hospital.
- (b) Any notice to be given to the Hospital shall be mailed by registered mail to the Hospital as its address last known to the Executive or delivered personally to the President & CEO.

10. SEVERABILITY AND EMPLOYMENT STANDARDS

If any covenant or provision of this Agreement is determined to be void or unenforceable in whole or in part by any court, such determination shall not affect or impair the validity of any other covenant or provision of this Agreement, which shall remain in full force and effect as if the void or unenforceable covenant or provision had not been made part of this Agreement. Further, all covenants, provisions and restrictions in this agreement shall be interpreted in accordance with applicable employment standards legislation, and if a greater entitlement is provided for under such legislation than as set out in any covenant, provision or restriction of this agreement, that greater entitlement shall prevail, the Executive's entitlements shall be

increased only to the extent necessary to satisfy such greater entitlement, and the Hospital will provide such greater entitlement.

11. WAIVER

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect the full right to require such performance at any time thereafter, nor shall a waiver by either party of the breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

12. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

13. ENTIRE AGREEMENT

This Agreement contains the entire agreement of employment between the parties hereto and supersedes all previous negotiations, representations, understandings and agreements, whether oral or written, express or implied, with respect to the subject matter herein.

14. AMENDMENT OF AGREEMENT

Any modification to the Agreement must be in writing and signed by the parties or it shall have no effect.

15. ASSIGNMENT

This Agreement shall not be assigned by either party without the written consent of the other. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and permitted assigns.

16. TIME

Time shall be of the essence in this Agreement.

17. HEADINGS

The headings used in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the agreement.

18. INDEPENDENT LEGAL ADVICE

The Executive confirms that, prior to the execution of this Agreement, she had a full and complete opportunity to obtain independent legal advice and representation and that she has done so. The Executive further acknowledges and agrees that she has had sufficient time to review and consider this Agreement, and that the Executive has read this Agreement and fully understands its terms and obligations. Further, the Executive confirms that she is entering this Agreement freely, voluntarily and without duress.

IN WITNESS WHEREOF the parties have executed this Agreement in counterparts, each of which when delivered, either in original or facsimile form, shall be deemed to be an original and all of which together shall constitute one and the same agreement.

Amy Hope
WITNESS

Print Name: Amy Hope

Jill Colin
Jill Colin

Date: April 11, 2019

**ORILLIA SOLDIERS' MEMORIAL
HOSPITAL**

By: Carmine Stumpo
President & Chief Executive
Officer

Date: April 2, 2019

SCHEDULE A



Orillia Soldiers' Memorial Hospital JOB DESCRIPTION

POSITION:	Chief Nursing Executive and Program Director
DEPARTMENT:	Senior Leadership
EMPLOYEE GROUP:	Management
REPORTS TO:	President & Chief Executive Officer and Executive Vice President, Patient Programs & People Strategy
EFFECTIVE DATE:	April 1, 2019

POSITION SUMMARY:

As a member of the senior leadership team, reporting to the President and CEO and the Executive Vice President, Patient Programs and People Strategy, the Chief Nursing Executive (CNE) and Program Director is accountable for the delivery of exceptional patient experience to the patient's served at Orillia Soldiers' Memorial Hospital (OSMH). This role will provide strategic leadership in support of the Hospital's mission, vision, values and priorities and operational leadership for Surgical Services, Rehabilitation Services, Medicine, Inpatient Medicine and Rehabilitation Services (IMRS), Utilization, Patient Flow and Nursing Float Team.

The incumbent will actively support strategies to integrate with other organizations and providers in the pursuit of enhanced quality, safety and a more efficient and seamless system of care- both in the Orillia area and the North Simcoe Muskoka LHIN. This role will provide oversight and leadership to the application of evidence based care, including defining the strategic direction and providing operational oversight to both nursing and interprofessional clinical practice.

As a member of the senior leadership team the CNE and Program Director will participate in strategic planning and priority setting, including the development and use of evaluation frameworks and data including the use of Lean tools and processes when required.

The incumbent will be expected to embrace and demonstrate behaviours that support the values of the Hospital – *Compassion, Accountability, Respect and Engagement*.

Responsibilities:

- Interacts with a number of committees and provides Senior Management Team Leadership to ensure the advancement of continuous quality improvement, patient, staff, and credentialed staff safety, and the achievement of established benchmarks/indicators/metrics.

- Serves as a member of the Board and Board Standing Committees (Quality and Safety, Resources, and Medical Advisory).
- In the capacity of the CNE works with Nursing Advisors Council, Interprofessional Committee, Hospital Association Committee, Professional Development Committee, Nursing Alumni Committee, and the Patient Family Advisory Committee.
- In coordination with the Executive Vice President, Patient Programs & People Strategy establish strategic goals and objectives for Patient Programs to achieve the vision of the organization.
- Providing advice and leadership to the portfolio and encouraging best practices within each area.
- Promote a culture of having the patient and family at the centre of everything we do by encouraging active patient and family engagement so that they can have the opportunity to contribute to strategies that improve the patient experience
- Advocate for a seamless patient care experience by making our complex health system easier to navigate. Support an environment where all interactions with patients, families and colleagues are kind, compassionate, respectful and inclusive
- Champion exceptional patient experience in alignment with the direction of the Board.
- Using the Lean Management System & Project Management Philosophy- monitor improvement outcomes ensuring teams develop action plans to address root cause
- Encourage the use of A3 thinking with regular PDSA cycles to generate and test improvement initiatives which are aligned with established OSMH priorities.
- Champion and role-model the growth and sustainability of an interprofessional care model and supporting education.
- Lead with Managers, Program Medical Directors, Chief of Departments and the Finance Department to ensure optimal performance of the portfolio's financial position and balancing the budget (annual operating budget of ~\$35M) by ensuring the application of Lean thinking to improve value.
- Ensure sustained improvement in key financial metrics throughout the portfolio. Support the development of a corporate approach to monitoring, interpreting, evaluating and improving financial performance on a continual basis. Ensure the implementation of Quality Based Procedures in a way that increases quality and reduces cost.
- Contribute to developing a culture of accountability that ensures high quality staff performance and the highest clinical outcomes.
- In collaboration with the EVP Patient Programs & People Strategy, lead Directors, Managers, & Physician Leaders monitors resource utilization within the clinical units/departments in terms of LOS, CMG's, Average Case Mix Index, bed utilization, use of diagnostics and pharmaceutical, and other related indicators, and makes changes as required.
- This role represents OSMH on a number of community committees to pursue system integration and linkages to enhance the transition of care and improves the outcomes for patients in Orillia and area. Plan and oversee strategic initiatives assigned to designated portfolio.
- Improve organizational performance through external relationships with NSM LHIN health system partners, and the MOHLTC.
- Ensure Accreditation Canada standards are met for designated portfolio
- Participates in the development and revision of hospital policies and procedures.
- Promote the continuity of Nursing Care within OSMH and between OSMH and community.
- Initiate, participate in, and promote studies and research in Patient Care.
- Promote utilization of applicable research results.
- Participate in and promote membership participation in professional associations

- /organizations.
- Invest time and energy to grow leaders to ensure a competent and effective hospital leadership team
- Serve as an effective role model and catalyst for change using Project Management and Lean tools and methodologies.
- Support a dynamic learning environment that attracts and retains exceptional hospital staff and physicians.
- Support the development of collaborative interprofessional teams based in a culture of professional practice built on evidence, best practice and continuous quality improvement.
- Actively work to strengthen relations with credentialed staff by fostering an atmosphere of transparency and mutual respect.
- Work with Human Resources to develop strategies for effective recruitment and retention strategies, as well as programs to achieve maximum employee development.
- As the CNE works at developing collaborative working relationships with OSMH unions.
- Consults with HR Leadership on collective bargaining affecting Patient Care Services personnel. Provides reports to College of Nurses of Ontario and Health Force Ontario as required.
- Responsible for all aspects of the annual budget in relation to the portfolio (including personnel, physical resources, etc.).
- Provides leadership in the development of an efficient governance structure for nurses with clear processes for communication, reporting relationships and responsibilities.
- Represent the portfolio on internal and external committees as required.
- Function as an executive sponsor for assigned annual goals and key corporate Initiatives

QUALIFICATIONS:

Education:

- Completion of a Bachelor's degree in Nursing required.
- Completion of a Masters degree in Nursing or Health Administration required.
- Current Nursing Certificate of Competence in Ontario required.
- Certified Health Executive with the Canadian College of Health Service Executives preferred.
- Registration with the College of Nurses and an active member of professional association including RNAO
- Applied knowledge of LEAN healthcare methodology and process improvement courses/skills preferred. Project management courses/skills preferred

Experience:

- Minimum ten (10) years' experience in progressively responsible leadership positions required (preferably in an acute healthcare setting) with a strong commitment to a collaborative leadership model.
- Extensive and broad clinical knowledge.
- Experience working with acute, outpatient and community based programs
- Demonstrated skills in change management, project management, conflict resolution, strategic healthcare planning, team building and resource management required
- Significant experience in and knowledge of quality management principles and processes required
- Experience working in unionized health care environments.

Competencies:

- Outstanding interpersonal skills and the ability to communicate effectively and appreciatively to each unique group and individuals.
- Courageous risk taker, innovative, inspirational authentic leader; intellectually curious and open.
- Demonstrated strategic and program planning skills in a multi-service hospital environment is required.
- Proven leadership ability and experience leading change initiatives on an organizational wide level.
- Strong commitment and belief in shared governance and decision making processes
- Demonstrated vision for professional practice, nursing, the organization combined with a patient centred care philosophy.
- Demonstrated skill in working with both management and front-line staff in a complex hospital environment.
- Demonstrated superior knowledge of nursing professional standards.
- Excellent Communication skills coupled with a high level of computer literacy.
- Demonstrated ability to build and maintain open lines of communication with staff and physicians to enable a collaborative work environment.
- Demonstrated presentation and facilitation skills with the ability to teach motivate and mentor others.
- Demonstrated ability to organize, prioritize and multi task efficiently as it pertains to patient care.
- Demonstrated ability to deliver balanced budgets at the portfolio level.

Other:

- Must have a valid driver's license and a reliable vehicle to meet the commitments of the position.
- Demonstrates commitment to continued professional and personal growth and development through Continuing Education Programs and Self Directed Learning Opportunities.

PATIENT SAFETY: ALL STAFF

Participates in and complies with hospital safety and infection control programs.

- Reports unsafe conditions.
- Assists in the reporting and investigation of incidents.
- Reviews related policies and procedures on a regular basis.
- Maintains patient and Hospital confidentiality.
- Responds appropriately to codes.
- Participates in quality activities, as required.
- Ensures compliance with patient safety, staff safety policies and appropriate health and safety legislation.

HEALTH AND SAFETY/ENVIRONMENT AWARENESS

- Performs workplace inspections and follows through with corrective actions
- Performs Hand Hygiene and PPE audits (clinical areas)

- Conducts departmental information sessions pertaining to health and safety (safety talks, staff meetings)
- Conducts incident investigations to determine root cause(s) and corrective action to prevent reoccurrences
- Ensures staff departmental and safety training is completed
- Performs staff safety observations (job, task, process, equipment, ...) to identify unsafe and safe work practices
- Ability to identify and correct risk hazards that may cause injury/illness
- Commends staff health and safety performance
- Complies with the Occupational Health & Safety Act & Regs., Sec. 25, 26, 27, and 28 (as they are workers as well) Such duties include, but not limited to:
 - (a) ensure that, equipment, materials and protective devices are provided as prescribed and are maintained in good condition;
 - (b) provide written instructions as to the measures and procedures to be taken for the protection of staff, and, are carried out in the workplace;
 - (c) acquaint staff with any hazard in the work and in the handling, storage, use, disposal and transport of any device, equipment or a biological, chemical or physical agent;
 - (d) advise staff members of the existence of any potential or actual danger to the health or safety of the worker of which management is aware
 - (e) take every precaution reasonable in the circumstances for the protection of a staff member;

CORPORATE VALUES:

Encourage and maintain positive employee/employer relationships within the Hospital environment in accordance with the Hospital's Vision, Mission and Values: *Compassion, Accountability, Respect and Engagement.*

CONTACTS:

Internal: Interacts with hospital staff, volunteers and credentialed staff via face to face, telephone and email.

External: Interacts with key stakeholders such as the LHINs, MOHLTC, Patient Groups, Academic Institutions as well as other Hospitals via face to face, telephone and email as required.

PHYSICAL DEMANDS:

TASKS	FREQUENCY					Weight (kg)	
	N	S	O	F	M	Max	Usual
PHYSICAL DEMANDS							
Lifting/lowering:							
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<1
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	3-7
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	3-7
Patient care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Patient handling (lift, reposition or transfer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

POSTURE/MOBILITY					
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladder/stool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping/grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other postures (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL TASKS					
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling/touching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening: Conversations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other sounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using computer/typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other tasks (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: N = Never, S = Seldom (1-5%/not daily); O = Occasional (6-32%); F = Frequent (33-65%); M = Major (66-100%)

WORKING CONDITIONS:

Professional office environment

RATE OF PAY:

As per OSMH salary scale for this position.