

The Professional Staff Organization

The purpose of the Professional Staff Organization, in addition to fulfilling the responsibilities established by the laws of Ontario is:

- to provide a structure whereby members participate in the Hospital's planning, policy setting and decision making; and
- to serve as a quality assurance system for medical/dental care rendered to patients by Professional Staff (physicians, dentists and midwives) and to ensure the continuing improvement of the quality of medical/dental care.

Membership of the Professional Staff Organization (PSO)

The PSO is comprised of physicians, dentists and midwives from London Health Sciences and St. Joseph's Health Care, London. Voting members hold an Active or Modified Active appointment.

Membership of the PSO Executive

Only members of the Active and Modified Active staff may be elected to any position of office of the PSO. The PSO Executive meets jointly to represent the Professional Staff. Members of the Executive are the voice of Professional Staff on the Medical Advisory Committee (MAC) and the Hospital Board.

Executive Members are elected for three, one-year terms. They begin their respective terms in office as Secretary. Through subsequent confirmation at annual meetings, they are eventually elected into the office of the Vice-President of the PSO, and then the President of the PSO. Upon the expiry of the President's term of office, he/she becomes ex-officio Past President of the PSO.

Each London Hospital has three elected members of the joint PSO Executive. For the 2007/2008-year, the Executive Members are:

2007/2008 Slate of Officers	London Health Sciences Centre	St. Joseph's Health Care, London
Past-President	Dr. Faisal Rehman	Dr. Douglas Ross
President	Dr. Monique Bertrand	Dr. Tom Miller
Vice President	Dr. Mithu Sen	Dr. Varinder Dua
Secretary	Dr. Rita Suri	Dr. Ken Faber

Medical Affairs provides administration of PSO Executive meetings and regular meetings of the PSO membership.

Presidents of the PSO

The Presidents of the PSO have the following responsibilities:

- preside at all meetings of the PSO;
- call special meetings of the PSO;
- participate in the planning and coordination of regular PSO meetings;
- participate in the planning of the AGM;
- participate in the nomination and review of PSO award recipients;
- participate in recruiting new PSO Executive members;
- be a voting member of their respective Hospital Board and as a Director, fulfill fiduciary duties to the Hospital by making decisions in the best interest of the Hospital;
- be a member of the Joint Medical Advisory Committee (MAC)
 - regularly attend the Joint MAC meetings;
 - provide a written Executive Report to the Joint MAC on a quarterly basis;
 - bring forward any issues for discussion, approval, input by the Joint MAC.
- act as a liaison between the Professional Staff, the Chief Executive Officer and the Board with respect to all matters concerning the Professional Staff; and,

The Vice- President of the PSO

The Vice- Presidents of the PSO have the following responsibilities:

- act in the place of the President of the PSO and perform the duties and possess the powers of the President, in the absence or disability of the President;
- be a member of the Medical Advisory Committee (MAC);
- be a voting member of their respective Hospital Board and as a Director, fulfill fiduciary duties to the Hospital by making decisions in the best interest of the Hospital; and,
- participate in the planning and coordination of regular PSO meetings;
- participate in the planning of the AGM;
- participate in the nomination and review of PSO award recipients;
- participate in recruiting new PSO Executive members.

The Secretaries of the PSO

The City-wide Medical Affairs department performs many of the administrative functions on behalf of the Secretary including:

- taking and distributing Minutes of executive meetings;
- scheduling executive meetings and regular meetings of the PSO;
- creating and distributing notifications of regular meetings and invitations to social events; and,
- maintain the financial records of the PSO and report regularly at PSO executive meetings.

As part of the By-Laws, the Secretaries of the PSO officially have the following responsibilities:

- be a member of the Medical Advisory Committee (MAC);
- provide a financial report at the annual meeting of the PSO;
- act in the absence of the Vice-President of the PSO, performing the duties and possessing the powers of the Vice-President of the PSO in the absence or disability of the Vice-President of the PSO; and,
- participate in the planning and co-ordination of regular PSO meetings;
- participate in the planning of the AGM;
- participate in the nomination and review of PSO award recipients;
- participate in recruiting new PSO Executive members.

The secretary can also attend Hospital Board meetings as an observer.

Vacancies in PSO Executive Roles

- When vacancies occur during the term of office, the remaining Officers move up to fill the next available office and the lower office is filled by election.
- Within fourteen days (14) of a vacancy, the nominating committee, consisting of the remaining Officers of the PSO, will, by electronic mail, call for nominations from the Active and Modified Active staff members to stand for the vacant position. In order for a nomination to be valid, each nomination must be signed by at least two members of any of the Active or Modified Active staff, and the nominee must signify in writing on the nomination form their acceptance of it.
- Election results will be posted within two (2) business days of the close of the balloting period and will be announced at the next general meeting of the PSO.

Election Procedures of Executive Members

- In order to fill the PSO executive roles annually, nominations are called for one month in advance of the PSO Annual General Meeting, which is in June. The nominating committee calls for nominations from the Professional Staff amongst the Active and Modified Active staff members. Medical Affairs sends out this communication on behalf of the nominating committee.
- The nominating committee is composed of the President of the PSO and the two most immediate Past Presidents of the PSO available on the staff.
- Each nomination is signed by at least two members of the Active and Modified Active staff, and the nominee signifies in writing on the nomination form their acceptance of it.
- At least twenty-one (21) days prior to the PSO Annual General Meeting, a ballot is mailed to the Active and Modified Active staff members. The nominating committee must receive ballots seven (7) days prior to the PSO Annual General Meeting.
- Election results are announced at the PSO Annual General Meeting.
- PSO Executive support person will forward, via e-mail, the results of the election to the Executive Assistants of the Board of Directors at SJHC and LHSC (currently, this would be Elfriede Schmidt at SJHC and Tammy Eskildsen and Jeanne Gibson at LHSC).

Regular Meetings of the Professional Staff Organization

In accordance with the ***Public Hospital Act***, at least four meetings of the PSO are held each academic year.

- In the past four years, one of the four required meetings has been a mid-winter social event. These events have been catered, themed events with live entertainment. The venues have been the London Courthouse, Museum London/Art Gallery, Covent Garden Market and the Elsie Perrin Estate.
- One of the required meetings is the PSO Annual General Meeting held in June in which the new executive is announced. This meeting must be held prior to the Hospital Annual General Meeting so that the executive can be announced to hospital Board of Directors.

The PSO executive, representing the interests of the PSO, decides on topics, speakers and format for the regular meetings.

A written notification and agenda for each regular meeting is distributed by Medical Affairs within three (3) weeks of each meeting.

Special Meetings of the Professional Staff Organization

In cases of emergency, as determined by the Presidents of the PSO, the Presidents may call a special meeting of the PSO. Special meetings will be called by the Presidents on the written request of any twenty (20) members of Active or Modified Active staff.

Notice of any special meeting is as required for a regular meeting, except in the cases of emergency.

Professional Staff in the Workplace Survey

In 2000 and 2005, the PSO sponsored a professional staff workplace survey. This survey was done to explore the satisfaction and dissatisfaction among physicians, dentists and midwives associated with LHSC and SJHC.

Results and the survey were shared with Medical Advisory Committees, administrative leaders at SJHC and LHSC, the PSO, and others who could act on the results. The PSO executive took two issues away and created two separate task teams. The task teams, headed by the PSO Presidents, and supported by Medical Affairs, addressed these two important issues:

1. The provision of lounge, coatroom, and swing office facilities city-wide. These facilities are now available at all sites.
2. Improving communications between hospitals and professional staff. Research was conducted with physicians about best channels of communication. Results were shared with medical leaders.

Results from the 2005 survey were shared with the 2005/06 Executive Members at the September 2005 meeting. Current Executive members continue to follow up on issues raised.