

APPENDIX 2: PSO Executive Summary of Time Commitments

At a minimum, PSO Executive members are expected to attend a number of regularly scheduled meetings, including the Joint MAC. Follow up on commitments made during these meetings may require additional time, however, most of the work of the PSO Executive is supported by City-Wide Medical Affairs.

PSO Executive Meetings

The PSO Executive (made up of the President, Vice-President and Secretary) are voting members. Four one hour meetings per year are scheduled. PSO Executive will be sent a schedule in July for the upcoming meeting year.

PSO General Meetings

The Public Hospitals Act mandates four meetings per year (these meetings have been 1.5 hours in length). The PSO Executive decides on the topic, speakers and dates of the PSO General Meetings.

Joint MAC Meetings (for PSO Presidents and Vice-Presidents)

The LHSC and St. Joseph's MAC meets jointly on the 2nd Wednesday of each month from September to June (10 meetings). A schedule for all Joint MAC meetings will be sent in July for the upcoming meeting year. The PSO President and Vice-President are voting members of the MAC. The PSO Secretary is not a voting member but holds a standing invitation to attend the meetings. PSO President and Vice-President can delegate to the Secretary.

MAC Executive Meetings (for PSO Presidents and Vice-Presidents)

The LHSC and St. Joseph's MAC Executive meets jointly on the 4th Wednesday of each month from August to May (10 meetings). June and July are tentatively scheduled as the Joint MAC delegates authority to the MAC Executive for the summer months. A schedule for all MAC Executive meetings will be sent in July for the upcoming meeting year. The PSO Secretary is not a voting member but holds a standing invitation to attend the meetings. PSO President and Vice-President can delegate to the Secretary.

PSO Orientation Breakfast for New Professional Staff

Four one hour meetings per year: September, January, April and July. You will be sent a schedule during the summer. One representative from each the LHSC and St. Joseph's PSO Executive is requested to be in attendance.

Board Meetings (for PSO Presidents and Vice Presidents)

The PSO President and Vice-President are voting members of the Boards and cannot delegate to the PSO Secretary. The Boards meet monthly from September to June, averaging between one-and-a-half to three hours each (10 meetings).

Other Committees of the Board (St. Joseph's PSO President and Vice President)

The St. Joseph's PSO President chooses which Committee of the St. Joseph's Board they would like to participate on. The SJHC PSO Vice-President is appointed to the Care Committee of the SJHC Board. These committees usually require approximately 2 to 4 hours of meeting participation per month (10 meetings). These meetings cannot be delegated to the St. Joseph's PSO Secretary.

LHSC Code of Conduct Advisor

The LHSC PSO Executive are volunteer Advisors to the LHSC Code of Conduct. The Code of Conduct as a guide to behaviour among employees, physicians, dentists, midwives, students and volunteers. The LHSC PSO Executive act as confidential advisors to any employee who would like assistance and support prior to bringing an issue forward. Advisors can help employees define the issue and prepare them for dealing with the issue and / or reporting a complaint (either through the local resolution or formal process).

Joint Professional Staff Human Resource Committee (JPSHRC)

One representative from either the LHSC or St. Joseph's PSO Executive (appointed by the PSO Executive) will sit on this committee for a two year term. JPSHRC meets bi-monthly. Meetings are one hour in length.

Fiscal Advisory Committee (LHSC / St. Joseph's)

One representative from each the LHSC and St. Joseph's PSO Executive (appointed by the PSO Executive) will sit on this committee (usually the President) for a one year term. The Fiscal Advisory Committees meet quarterly and are approximately 2 hours in length. *NOTE:* The meetings are subject to change to monthly as per the new Fiscal Advisory Committee Reform.

Task Teams

As decided by the executive, executive members may participate in task teams to address issues of importance to the PSO membership.