BOARD OF DIRECTORS MANUAL

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BOARD ORIENTATION AND EDUCATION

Purpose:

To ensure that new directors are familiar with critical information that enables early and full participation at board and committee meetings, and that all directors know and understand their responsibilities in the ever-changing hospital and health care environment.

Policy:

The Board of the Northumberland Hills Hospital shall sponsor an Orientation program and provide on-going education programs for all members of the Board.

Procedure:

1. The Board shall use programs and resources available through the Ontario Hospital Association where practical to complement those provided by the Hospital.

2. The Director's orientation program shall include the following components:

   - Access to current information about the Corporation's shared purpose, its by-laws, policies, hospital services and community responsibilities located on the NHH Board portal or made available as required. It should also include the role of the Ministry of Health and Ontario Health and its requirements that affect the Corporation.
   - Information seminars will be conducted for new Board members, explaining the roles of Board Chair, Committee Chairs and Hospital Administration and provide additional understanding of issues and relationships. The Chief Executive Officer will be responsible for the implementation assisted by the Chair of the Northumberland Hills Hospital Board.
   - Attendance and successful completion of the Ontario Hospital Association's certification for "Essentials in Health Care Governance for New Directors" at the first available opportunity.

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- Members interested in serving as Vice-Chair and Chair of the Board should complete the Advanced Certificate in Board Governance available through the Ontario Hospital Association.

3. The on-going education programs of the Board shall include:
   - information and training on equity, diversity, and inclusion.
   - current changes to the Corporation's position brought about by the Ministry of Health, Ontario Health, the Ontario Hospital Association or the Corporation's own position in the community.
   - speakers from health or health-related organizations.
   - regular distribution to each Director of all current and relevant publications of the OHA.
   - encouragement to attend regional and provincial OHA seminars, webcasts and conventions.
   - seminars and webcasts on funding structure and other relevant topics.

4. To encourage broader learnings from conferences attended, it will be an expectation that Directors provide a brief summary (within a reasonable period of time) of the learnings from conferences they have attended.

References:

Approved:
November 30, 1998
February 2001
April 2002
October 2003
May 2010
January 2011
March 2014
March 2016 reviewed
February 2017 reviewed
February 2018 revised
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