



# NORTHUMBERLAND HILLS HOSPITAL

## BOARD OF DIRECTORS MANUAL

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ISSUED BY:	GOVERNANCE COMMITTEE	
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### **DIRECTOR ORIENTATION AND EDUCATION**

#### **Policy:**

The Board of the Northumberland Hills Hospital shall sponsor a Directors Orientation program and provide on-going Director education programs for Directors. In addition, new Directors are required to successfully obtain the Ontario Hospital Association's certification for "Essentials in Health Care Governance for New Directors" at the first available opportunity, but no later than within six months from the time of the commencement of their initial term.

#### **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.

#### **Procedure:**

1. The Board shall use programs and resources available through the Ontario Hospital Association where practical to complement those provided by the Board.
2. The Director's orientation program shall include the following components:
  - An orientation manual providing current information about the Corporation's vision and mission, its by-laws, policies, hospital services and community responsibilities. It should also include the role of the Ministry of Health and Long-Term Care and the Local Health Integration Network 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 and Committee Chairs.

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- 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, but no later than within six months from the time of the commencement of their initial term
- 3 The on-going education programs of the Board shall include:
- current changes to the Corporation's position brought about by the Ministry of Health and Long-Term Care, the Local Health Integration Network, 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 and conventions
  - seminar on funding structure and other relevant topics.

References:

Approved:

November 30, 1998

February 2001

April 2002

October 2003

May 2010

January 2011