



NORTHUMBERLAND HILLS HOSPITAL

BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERNANCE	NUMBER: I-004
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
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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 education programs for Directors.

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.
 - 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 ? one year from the time of the commencement of their initial term

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- 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
 - encouragement to attend Central East Local Health Integration Network Board meetings from time to time or when information relevant to NHH is being presented
 - seminar 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