

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 10.10 E

Supersedes 10.10D

category: General Operations

title: Orientation of New Directors

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PURPOSE:

To ensure proper orientation of new Board members.

POLICY:

The following Board Member Orientation program will be provided new members of the Board of Directors (Attachment 1 & 2).

Attachment #1

BOARD MEMBER ORIENTATION

	Who?	Date Completed /Comments
Upon election these should be completed by BOARD ADMINISTRATOR:	Board Administrator	
Contact New Member, schedule orientation	“	
Schedule swearing-in ceremony	“	
Oath of Office	“	
Letter of Acceptance	“	
Personnel Advice Form (PAR)	“	
W-4	“	
Photo identification badge	“	
Order business cards	“	
Order nameplate & decorative badge	“	
Order stationery	“	
Photo placed in facilities	“	
Schedule of meetings	“	
WEB Sign Up – Email policy/training	“	
Curriculum Vitae or Resume	Board Member	
Professional photo appointment.	Board Member	
New Board Member Materials:	Board Administrator	
1. 3 ring Binder containing:	“	
Enabling Legislation	“	
Board Bylaws	“	
Organization Chart	“	
Policy Manual	“	
Conflict of Interest Statement	“	
Strategic Plan Document	“	
2. Publications	“	
Government in Sunshine Manual	“	
Order form for Periodicals	“	
Healthcare Acronyms Booklet	“	
Library Information	“	
Liaison List	“	
Minutes from previous 3 months	“	

Attachment #2
BOARD MEMBER ORIENTATION

Board Member should schedule the following meetings

(with assistance of Board Staff where needed. Preferably within six months of election or appointment):

Date Complete		CONTACT INFO
	Board Administrator: – Review documents. Brief new member on any current issues before the Board. Assist in any way possible. Provide an introduction to facilities.	
	Chief Executive Officer (CEO): – Organization’s history. Role of Board and Board Members. Healthcare nationally and locally – key challenges facing Lee Memorial Health System, leadership structures, relationship with Lee Healthcare Resources, Naples Community Hospital & Sarasota Memorial Health System.	
	Chief Financial Officer (CFO): – Copies of budget, most recent audit report, three (3) months financial and statistical reports. Discuss performance relative to budget, financial issues, investment policies.	
	Chief Operating Officer: – Hospital & Physician Services	
	Chief Operating Officer: – Business & Strategic Services	
	Chief Compliance Officer: – Copy of most recent Compliance Report. Explain role within system, list of regulatory agencies. Discuss any current issues.	
	Board Legal Counsel: – Consult with the Board’s legal counsel reference any questions you might have concerning Sunshine Laws, Public Boards, services provided under retainer agreement, and any other matters of concern.	
	Chief Human Resources Officer: – Discuss current issues with staffing, recruitment, confidentiality and any other areas of concern. Provide information on employee benefits available to Board Members.	
	Chief Patient Care Officer: – Discuss areas of responsibility including patient care organization and structure, staffing, clinical specialties, challenges and successes.	
	Chief Medical Officer, Clinical & Quality Services: – Describe the Performance Improvement System, explaining the purpose of same and including a description of the WAVE initiative. Discuss Medical Staff Services and Credentialing function as it relates to the Board’s role.	
	Chief Ambulatory (Outpatient) & Strategic Services: – Review and discuss Strategic Plan. Provide information on Lee Physician Group, Lee Physician Services, Bonita Community Health Center, Outpatient Services.	
	Chief Administration Officers (CAO): All Facilities - Tour facility and review any pertinent information related to specific acute care facility.	
	Chief Legal Officer: – Provide background information. Review Government in the Sunshine Manual and Conflict of Interest Policy.	
	Foundation Board President &/or Director: – Discuss role of Foundation and current activities. How a board member can support and promote the Foundation. Copy of most recent report to the Board.	
	Vice President Facility & Support Services: – Comprehensive report on current construction, rehab projects. Future plans. Schedule tours of each facility including the acute care hospitals, Bonita Community Health Center, HealthPark Care Center, LeeSar, a Lee Convenient Care Center, a Physician Office, and any others.	
	The Children’s Hospital of Southwest Florida: – Tour & Overview of services	