

Sample Board Orientation Manual Index

Note: The following is intended to be an example that boards should adapt to meet their individual needs.

Part I

The Hospital

1. Mission, Vision and Values
2. Legal Framework
3. Corporate Structure
4. Overview of hospital programs and services
5. Strategic Plan
6. Operating Plan/Annual Budget
7. Performance Measures and Reports
8. Advisors
9. Administrative Staff Organizational Chart
10. Medical Staff Relationship and Structure

Part II

The Board and Governance

1. Functions
2. Composition and Structure
3. Role of the Board
4. Duties, Obligations and Expectations of Individual Directors
5. Ethics
6. State and Federal Legislation
7. Board Policies [See recommended list of Form 990 policies.]
 - (a) Board Code of Conduct
 - (b) Conflicts of Interest
 - (c) Confidentiality
 - (d) Whistleblower
 - (e) Document Destruction and Retention
 - (f) Executive Compensation
 - (g) Joint Venture and Investments
 - (h) Minutes
8. Committees of the Board
 - (a) Committees Defined and Their Roles
 - (b) Committee Charges and Workplans
 - (c) Committee Terms and Definitions
 - (d) Officers - Terms and Roles

9. Board Education and Evaluation
 - (a) Board Education and Development Process
 - (b) Board Education Requirements
 - (c) Board Evaluation Practices

10. Board Resources
 - (a) By-laws (Hospital and Medical Staff)
 - (b) Policies (as previously discussed)
 - (c) Summaries of Relevant Legislation and Regulation
 - (d) Overview of Board Liability Issues and Protections

Part III

Hospital Partners

1. Volunteer Association
2. Foundation
3. Key Community Partners
4. Copies of Hospital Publications

Part IV

Health Care Environment

1. Health Care Industry Issues and Trends
2. Local Market Issues and Trends