Board Member Name: ____________________________________________________________

Hospital / Health System: _______________________________________________________

This certification form is divided into five (5) areas for Individual Trustee Certification. Please check all applicable items and sign to attest that the trustee has completed a minimum amount of education on health care and leadership topics and met or exceeded the requirements of trustees as outlined in the hospital’s bylaws and other relevant documents.

I. Preparation and participating standards for board and committee meetings

   Individual Trustee Standards:

   _______ Participate in new board member orientation program

   _______ Demonstrate basic knowledge of:

   _______ Hospital’s services

   _______ Board member selection process

   _______ Hospital mission, vision, and values

   _______ Hospital bylaws, including periodic review

   _______ Community’s health status and hospital’s role in addressing community health needs, along with community partners (public health, etc.)

   _______ Attend board and committee meetings as required by hospital bylaws

   _______ Attend board retreats and participate in strategic planning sessions with stakeholders and medical staff

   _______ Review all board materials distributed prior to and at board meetings

   _______ Assure that there is a standing agenda item to discuss Quality and Safety

   _______ Demonstrate knowledge of issues presented before the board

   _______ Demonstrate basic knowledge of Medical Staff, powers delegated to Medical Staff and Medical Staff responsibilities

   _______ Demonstrate basic knowledge of Medical Staff processes, such as Membership and Privileges and Performance Review & Reappointment

   _______ Participate at board and committee meetings
II. Meeting the fiduciary duties of care, loyalty, and obedience, and governance obligations to bylaws, accreditation standards, and laws.

A. Ethics and Conflicts of Interest

*Individual Trustee Standards:*

- Sign conflict of interest policy at intervals required by hospital bylaws
- Comply with conflict of interest policy and abstain from voting when appropriate
- Act at all times in the interest of the hospital
- Attend an ethics education program
- Maintain strict confidentiality in compliance with hospital bylaws / policies

B. Commitment to Quality of Patient Care

*Individual Trustee Standards:*

- Demonstrate basic knowledge of licensure, accreditation, and Medicare certification standards
- Represent patients and the community served, including uninsured and underinsured
- Demonstrate familiarity with performance reports, both Internal Quality and Safety Dashboards and External reports, such as CMS (Hospital Compare) and others (Healthgrades, Leapfrog, etc.)
- Demonstrate basic knowledge of financial implications of performance measures, such as Readmissions, Hospital Acquired Conditions, Value-Based Purchasing, etc.
- Monitor key indicators, review periodic reports, and ensure the hospital has proper procedures in place to adequately address the following areas:
  - Quality improvement
  - Patient Safety
  - Other committee reports i.e., standing & special committees (regular or ancillary), task forces, or others bringing business before the board
- Demonstrate an understanding of the mechanism for patient and family input/involvement in Quality and Safety activities, such as Patient and Family Advisory Council, Patient Advisor board member, etc.

C. Commitment to the Organization’s Financial Health

*Individual Trustee Standards:*

- Review and analyze annual operating and capital budgets
- Monitor key financial indicators
- Financial Assistance Program
III. Commitment to governance educational development

*Individual Trustee Standards:*

- ________ Participate in Board education
- ________ Participate in self-education by regularly reading health care and governance periodicals
- ________ Report to the Board on individual continuing education activities
- ________ Complete at least 12 continuing board education* (CBE) units per year for first time certified trustees; 8 hours of CBE for each year thereafter. Three or more years certified trustees may count committee time as CBE.

Trustees completing the requirements for the GHA Trustee Certification for the first time must complete 12 continuing board education units (CBE).

Regular updates provided at hospital board meetings do not constitute continuing board education. If an educational component is included in a regularly scheduled board meeting, the time spent in the educational component will count toward CBE.

Second year certified trustees must complete 8 hours of continuing board education units. Trustees that have met the requirements of certification for three or more years may count committee time as part of their 8 hour CBE requirement.

Every 2 years, at least 4 hours of the educational requirement must be completed in a face-to-face program with networking with other hospitals and hospital trustees.

Listed below are GHA programs that are approved by the GHA Trustee Council to meet certification requirements.

- GHA Annual Trustee Conference, January 11-13, 2019, Greensboro, GA (Approximately 8 hours)
- GHA Annual Summer Meeting, June 26-28, 2019, Amelia Island, FL (Approximately 6 hours)
- GHA Center for Rural Health Annual Meeting, August 21-23, 2019, St. Simons, GA (Approximately 9 hours)

IV. Participate in performance evaluation of self, the board, and the CEO

*Individual Trustee Standards:*

- ________ Conduct self-assessment annually
- ________ Participate in assessment of board annually
- ________ Participate in annual CEO evaluation (if applicable)
V. Participate in advocacy efforts on behalf of your hospital and the healthcare industry

*Basic Level Standards*

_________ Be a personal advocate for your hospital in your community as appropriate

_________ Introduce yourself to your State Representative and Senator as a board member of your hospital and contact them as requested by hospital chief executive officer or when appropriate. This can be accomplished through face-to-face meetings, phone calls, letters and/or emails.

_________ Introduce yourself to your U.S. Congressman and Georgia's two Senators as a board member of your hospital and contact them as requested by hospital chief executive officer or when appropriate. This can be accomplished through face-to-face meetings, phone calls, letters and/or emails.

*Use the space below to provide explanations of exceptions as necessary*

By my signature, I certify that the information provided on this form is accurate to the best of my knowledge.

______________________________________________________________________________

Hospital / Health System Board Member _______________________ Date

Hospital / Health System CEO ________________________ Date

Hospital / Health System Board Chair ______________________ Date