



TITLE:	Allied Boards Director Orientation and Education		
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1. **POLICY STATEMENT**

The Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations") and its stakeholders are best served by a board comprised of individuals who are well versed in current corporate governance best practice and other subject matters relevant to boards service and who thoroughly comprehend the role and responsibilities of effective boards in the oversight of the Corporations. To that end, the Allied Boards will ensure that all Directors receive a comprehensive orientation to help them become as effective as possible as soon as possible. Ongoing education to enhance the governance capacity of the Allied Boards and individual Directors will also be offered to Directors.

2. **SCOPE**

This policy establishes the Allied Boards expectations and guidelines relating to Director orientation and ongoing education.

3. **GUIDING PRINCIPLES**

N/A

4. **DEFINITIONS**

N/A

5. **PROCEDURE**

Orientation

All new Directors will receive a comprehensive orientation about the nature and operations of the Corporations; the role of the Allied Boards and their committees; the expectations for individual Directors; and an introduction to the environment in which the Corporations operate.

An on-site orientation program will be provided as soon as practicable following the appointment of new board directors, ideally before they attend their first board meeting. It will ordinarily be presented by the Allied Boards Chair, President & CEO (CEO), Chiefs of Staff and members of the Senior Team and will include a tour of Almonte General Hospital, Carleton Place & District Memorial Hospital and Fairview Manor.

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The orientation will include a manual containing the material presented during the on-site session as well as copies of the current strategic plan, administrative and medical staff by-laws, MRHA Board Policy Manual, Directors and officers liability insurance and Director contact information. Newly appointed Directors are expected to read and become familiar with the contents of the manual.

New Directors will be invited to provide feedback on the on-site program and on the manual for the purpose of continuous improvement in board orientation. The manual will be reviewed by the Allied Boards Governance and Nominating Committee once every two years. Every new Board Director will be assigned a mentor who is a member of the Allied Boards Governance and Nominating Committee, or another Allied Boards Director, for the purpose of guidance and providing a resource for questions.

Board Education

On an annual basis, the Allied Boards and the CEO will develop an education agenda for the full Allied Boards based on a consideration of:

- Input from the Allied Boards Committees
- Suggestions from individual Directors as part of the annual Boards evaluation
- Key strategic directions of the Corporations
- Major decisions on the horizon
- Appropriate and significant risk management themes
- Significant and relevant changes in legislation, governance best practice and/or the environment in which the Corporations operate
- Other factors as considered appropriate

Topics included on the ongoing education agenda will be addressed at education sessions forming part of the agenda for some regular Allied Boards meetings. Special meetings devoted to education may be arranged as appropriate.

From time to time, the Allied Boards Chair and/or CEO may also distribute or make available relevant articles, summaries or books. Directors who come across good reference materials are also encouraged to send them to the CEO, who will consult with the Allied Boards Chair on their inclusion in Allied Boards meeting packages.

Individual Director Education

All elected Directors are encouraged to attend education programs to expand or enhance their knowledge and understanding of the Corporations, the healthcare industry and/or governance.

In order to encourage Director education, the Corporations will reimburse Directors for all reasonable costs of attending education programs provided such attendance has been approved in advance by the Allied Boards Chair or their delegate. The Allied Boards Chair will evaluate every request for education with regard for the following:

- Relevance of the topic to the work of the Allied Boards and/or the Director's specific responsibilities on the Allied Boards
- Individual education needs identified through the annual Allied Boards evaluation process
- The Director's exposure to the topic area through their professional endeavours or service on other boards. For example, formal education, professional credentialing or professional practice to further Board Director education

- Feedback on the course from other Directors who have attended in the past, if applicable
- The cost of attendance, including registration fee, travel, accommodation
- A guideline of one course per Director per year, with due regard for Directors who are or may be assuming leadership positions on a committee or the Boards
- Attendance as a representative of the Corporations at industry events, such as the OHA Member Engagement session, will not be deemed a course for the purpose of this policy

Directors attending an education program will be expected to provide a succinct written report at the next regular meeting of the Boards.

The Corporations annual operating budgets will contain an amount for Director Education which will be determined in the context of the fiscal environment and operating pressures. Use of these budgets will be monitored quarterly by the Allied Boards Governance and Nominating Committee.

Reimbursement for travel costs must comply with relevant legislation and corporate policies.

6. **REFERENCES**

N/A

7. **APPENDIXES**

N/A

Evaluation:

This policy will be reviewed annually.