

Trustee Name: \_\_\_\_\_

Hospital/Health System Name: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

### Board Service Standards

- Attend 75 percent of regularly scheduled board meetings (or more if required by hospital bylaws)
- Participate in appropriate subcommittees and applicable meetings
- Attend board retreats, strategic planning sessions and adhoc meetings
- Review all board meeting materials, including all standing committee reports
- Demonstrate knowledge of issues presented before the board
- Communicate with board and CEO on applicable community issues that can be addressed by the board
- Meet fiduciary duties of care, loyalty and obedience, as well as governance obligations to bylaws, accreditation standards and laws

### Ethics and Conflicts of Interest

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

### Quality

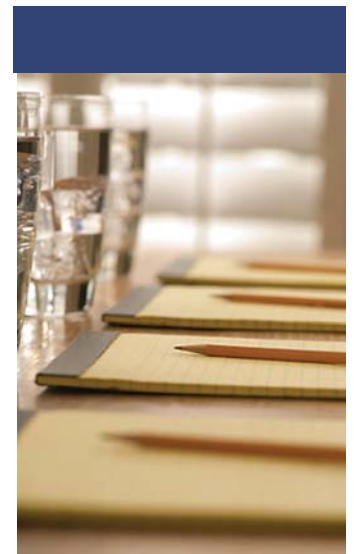
- Review state and national quality improvement efforts
- Be familiar with hospital-specific results on publicly-reported quality data
- Act on medical staff credentialing recommendations
- Review periodic reports and ensure the hospital has proper procedures in place to adequately address the following areas:
  - ◆ Quality improvement
  - ◆ Patient safety/medical errors
  - ◆ Sentinel and “never” events
  - ◆ Medical staff activities

### Financial Health

- Analyze and approve annual operating and capital budgets
- Monitor key financial indicators

### Governance Education

- Stay informed about industry topics through health care and governance periodicals
- Complete five hours of continuing board education from any of the following topic areas:
  - ◆ Compliance
  - ◆ Diversity/Cultural Competency
  - ◆ Finance
  - ◆ Governance
  - ◆ Health Reform
  - ◆ Quality and Patient Safety
- Participate in other board education activities



## Hospital and Healthcare Advocacy

- Be a personal advocate for the hospital or system in the community
  - Establish and maintain relationships with state representative(s) and state senator(s)
  - Consider a contribution to the Friends of THA PAC (political action committee)
  - When possible, establish and maintain relationships with congressional representative(s), U.S. senators and appropriate staff
  - Participate in THA legislative activities
  - Describe any other advocacy activities \_\_\_\_\_
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## Additional Information

Please describe or explain any parts of the certification program that were not completed or that are not applicable to your hospital or system. Full consideration will be given when determining the level of individual or board certification.

*By signing below, I certify the information provided on this form is accurate and that I have completed the THA Board Certification Program for my term year from \_\_\_\_\_ (month/year) through \_\_\_\_\_ (month/year).*

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Trustee Name

Trustee Signature

Date

*By signing below, I certify the information provided on this form is accurate to the best of my knowledge.*

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Hospital/System CEO Name

Hospital/System CEO Signature

Date

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Board President Name

Board President Signature

Date



**c|h|a**

Colorado Hospital Association