


<b>North Bay Regional Health Centre</b>  <b>Centre régional de santé de North Bay</b>	<b>Policy/Procedure</b>	
<b>Title</b> Board Orientation	<b>Policy Number</b> ADM-BO-018	
<b>Developer</b> Governance Committee	<b>Category</b>	Board
	<b>Issue Date</b>	September 2014
	<b>Revision Date</b>	November 2020
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### 1.0 Scope of Policy/Procedure

- It is the responsibility of the Board to ensure that new Directors receive orientation to their role as a member of the Board.

### 2.0 Policy Statement

- New members must be oriented to the Hospital, the health care system including the Local Health Integration Network, and Ontario Health (OH) current health care issues and their role as Directors.

### 3.0 Procedure/Process

#### 3.1 Orientation

- Orientation will take place as soon as practical after appointment. Directors will be requested to evaluate the orientation program. The orientation may include:
  - Face to face session with the CEO and Board Chair. The depth of orientation will be determined by the CEO and Board Chair in consultation with the new Director and depending on the background of the new Director.
  - Hospital Tour and orientation of community and regional sites.
  - Introduction to the NBRHC and its programs.
  - Overview of Governance Roles and Responsibilities.
  - Highlights of key issues faced by the organization.

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### 3.2 Resource Material

- All Resource Material below is available through the Board Webpage – please contact the Executive Assistant for access to this information:
  - Accreditation Canada Surveys
  - Administrative Bylaws
  - Professional Staff Bylaws
  - Board Directors Roles and Responsibilities (per OHA Guide to Good Governance – Third Edition)
  - Board Director's Contact Information
  - Committee Terms of Reference
  - Board Policies
  - Overview of Strategic Plan
  - Clinical Programs Overviews
  - Current Board Schedule
  - Ethical Decision Making Framework
  - Excellent Care for All Act (ECFAA)
  - Financial Statements
  - Freedom of Information and Protection of Privacy Act
  - Hospital Attestations
  - Hospital Services Accountability Agreements
  - Mental Health Act
  - Not-for-Profit Corporations Act
  - Public Hospital's Act and Regulation 965
  - Quality Improvement Plan
  - Rules of Order
  - OHA Guide to Good Governance – Third Edition

### 3.3 Mentoring

- At the time of appointment to the Board of Directors, a new Director is encouraged to seek a mentor from the senior Board membership; ideally, based on mutual skills and interests or a personal connection which will facilitate the sharing of information and strong communication base.
- The new member can ask questions and gain clarification and background information to any issues and/or challenges of current Board decisions.

### 4.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	November 2020
Board of Directors	December 2020

### 5.0 Approval

Signing Authority Signature	Date Signed
Board Chair	January 13, 2021

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