Check the boxes of any of the following that you have completed in 2020. When you have completed number of required hours to achieve certification as described on the Enrollment Form, complete this Certification Form return to the NHA along with the timed agenda of programs attended by December 31, 2020.

SECTION I: Preparation and participating standards for board and committee meetings

Basic Standards

- Participate in new board member orientation program or attend orientation for other new board members
- Demonstrate basic knowledge of:
  - Hospital services
  - Board member selection process
  - Hospital mission, vision and history
  - Hospital bylaws
  - Community health status
  - 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 standard agenda item to discuss pertinent items such as quality and safety
  - Demonstrate knowledge of issues presented before the board
  - Participate at board and committee meetings

SECTION II: Meeting the fiduciary duties of care, loyalty and obedience, and governance obligations to bylaws, accreditation standards and laws

Ethics and Conflicts of Interest

Basic 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
- Maintain strict confidentiality in compliance with hospital bylaws/policies
Monitor key indicators and ensure the hospital has proper procedures in place to adequately address the following areas:
- Quality improvement
- Patient safety
- Sentinel events

Review periodic reports and ensure the hospital has proper procedures in place to adequately address the following areas:
- Medical staff activities
- All other committee reports at each board meeting, i.e. standing committees (either regular or ancillary), special committees, task forces or other similar bodies reporting or bringing business before the board

Commitment to the Organization’s Financial Health

Basic Standards
- Review and analyze annual operating and capital budgets
- Monitor key financial indicators
- Review and analyze financial statements
- Review annual audit report
- Be familiar with Medicare/Medicaid reimbursement practices and procedures

SECTION III: Commitment to governance educational development

Basic Standards
- Participate in board education
- Participate in self-education by regularly reading health care governance periodicals
- Report to the board on individual continuing educational activities
- Complete at least eight continuing board education (CBE) units per year

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

Basic Standards
- Conduct self-assessment annually
- Participate in assessment of board annually
- Participate in annual CEO evaluation (if applicable)

SECTION V: Participate in advocacy efforts on behalf of your hospital and health care in Nebraska

Basic Standards
- Be a personal advocate for your hospital in your community as appropriate
- Introduce yourself to your local elected officials and state senators as a board member of your hospital and contact them as requested by hospital CEO or when appropriate
- Introduce yourself to your U.S. congressperson and Nebraska’s two U.S. senators and their health aides as a board member of your hospital and contact them as requested by the hospital CEO or when appropriate

SECTION VI: NHA Board-Certified Hospital (Optional)

Hospitals and health systems that want to take certification to the next level can become a “NHA Board-Certified Hospital” by submitting a letter from the CEO or board chair detailing how your hospital has complied with the following requirements:
- Each board member has met the requirements for the NHA trustee education certification program
- Hospital shows a commitment to trustee education certification with annual budget for trustee education
- Demonstrate a commitment to care management and coordination of resources
- Give examples of community accountability and transparency, and of community benefit and outreach programs to meet identified needs
- Integrate local health efforts with hospital programs
- Include a report on quality and safety at each regular board meeting

My hospital chooses not to become an NHA Board-Certified Hospital at this time
By my signature, I certify that the information provided on this form is accurate to the best of my knowledge.

Hospital/Health System Trustee _____________________________________________________________
Date __________________________________________________________________________________

Hospital/Health System CEO ______________________________________________________________
Date __________________________________________________________________________________

To achieve certification:
Please log all hours of continuing board education and submit along with this Certification Form and a timed agenda from each program attended to the NHA before December 31, 2020, to achieve education certification.