Nebraska Hospital Association
RESEARCH AND EDUCATIONAL FOUNDATION

Hospital Trustee Education Certification Program

Certification Form 2020

Trustee Name _____

Hospital/Health System Name _____ City _____

What is your status of certification in 2020 for this program?

- ❑ **First-Time Hospital Trustee Education Certification Program participant** (Complete 12 hours)
- ❑ **Second-Year Certified Hospital Trustee Education Certification Program participant** (Complete 8 hours. Every two years, at least four of these hours must be at a face-to-face program.
- ❑ **Third or More-Year Certified Hospital Trustee Education Certification Program participant** (Complete 8 hours. Committee time may be counted, and every two years, at least four of these hours must be at a face-to-face program.

Hours earned in 2020 _____ ❑ Yes, requirements met ❑ No, requirements not met

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

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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

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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

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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

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 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.

3255 Salt Creek Circle, Suite 100
Lincoln, NE 68504-4778
p: 402.742.8140 • f: 402.742.8191
nebraskahospitals.org