

Algoma

Nurse Practitioner-Led Clinic

Algoma Nurse Practitioner Led Clinic New Board Member Orientation Checklist

Welcome to the Algoma NPLC Board. We look forward to working with you. This checklist has been developed to facilitate your orientation to our Board. Depending on your experiences with Board work the time needed to become familiar with our Board will vary. Board Orientation will include direct presentation of information and self-directed study. Please ask questions as needed. We will be happy to answer your inquiries and receive your comments.

_____ Tour of clinic including: physical facilities, parking, introductions to the Executive Director- Nurse Practitioner Lead (ED-NP Lead) and staff. and introduction to Board members and roles.

_____ General introduction to Clinic work, Board's role with the Clinic, and your role as a Board Member.

_____ Complete new member mandatory documentation including: providing contact information, signing of annual Board agreement form, submitting Police record check (reimbursement of cost by clinic) and completing *Accessibility Training.

_____ Board Portal orientation: site access, address and password, format and structure, Calendar information, location of Board Manual, archived and historical documents.

_____ General overview of the Board Manual: Table of Contents and Board Manual Narrative provide an overview of the Board Manual and how to locate information in the various sections.

_____ Review specific Manual documents: This will take time. Knowing where to find what information is essential in learning about the clinic and our Board work.

_____ Attend first board meeting: Meet Board members, review Agenda template and meeting format and processes. Notice how the Board Portal is used to support Board meetings.

_____ Join Board Standing Committee(s): review Board manual description of Committee(s) Terms of Reference

_____ Orientation to *Alliance for Healthier Communities: mandate and roles, Health Equity Charter and Model of Health and Well Being, Board Liaison position, benefits and responsibilities of being an Alliance member, and Alliance Portal member access and resources.

_____ Review * Ontario Health Teams and the Algoma Ontario Health Team, the Clinic's role as a member of the AOHT and the Board's role with the team.

- web links to these sites can be found on the Board Portal, section 15 Professional Development Resources within the Board Manual.