
Orientation of New Board Members

PURPOSE: To familiarize the new member of the Board of Directors with the philosophy, services, policies and procedures of the Agency and his/her responsibilities as a director.

1. Newly elected members of the Board of Directors shall participate in an orientation program prior to serving on the Board.
2. The orientation program shall be conducted by the President, or designee, and shall include the following topics:
 - a. Mission Statement
 - b. Bylaws of Home Health and Hospice Care, Inc.
 - c. Responsibilities of a director
 - d. List of current Board of Directors
 - e. Organizational chart
 - f. Description of services offered
 - g. Geographical area of service
 - h. Strategic plan and Agency budget
 - i. Monthly financials
 - j. Agency's QAPI Program
 - k. Tour of one or more offices and Kitty Askins Hospice Center
 - l. Compliance plan
 - m. Home visits
3. The board member shall review and sign a Conflict-of-Interest Statement (ADM.009).
4. An orientation checklist (ADM.015) shall be completed and kept in an administrative file in the Corporate Office.

This policy is required by: ☐ DHSR Licensure ☒ ACHC ☐ Medicare ☐ Other

Effective Date: November 1990

Review Date: 1992, 1993, 1994, 1996, 1997, 1998, 2003, June 2006, May 2007, June 2008, June 2009, 2010, April 2011, June 2012, June 2013, June 2014, June 2015, May 2016, February 2017, June 2018, November 2019, April 2022, May 2023, February 2024, March 2025

Revision Date: 1991, 1995, January 2000, January 2001, September 2002, August 2004, July 2005, January 2020