

Valleywise Health Administrative Policy & Procedure

Effective Date: 08/19

Reviewed Dates: 06/21

Revision Dates: 00/00

Policy #: 89102 F

Policy Title: Valleywise Community Health Centers Governing Council
Member Orientation

Scope: District Governance (G)
 System-Wide (S)
 Division (D)
 Multi-Division (MD)
 Department (T)
 Multi-Department (MT)
 FQHC (F)

Purpose:

Newly appointed members of the Valleywise Community Health Centers Governing Council (VCHCGC) shall receive orientation and education to ensure there is understanding of their responsibilities in accordance with the Health Resources & Services Administration (HRSA) Health Center Program Compliance Manual (Manual, 2018), specifically Chapter 19 Board Authority and Chapter 20 Board Composition.

Procedure:

Newly appointed members of the VCHCGC will receive the following orientation and education:

1. Orientation with the Federally Qualified Health Center (FQHC) Clinics' Chief Executive Officer (CEO)
 - a. Orientation of the new VCHCGC member within 60 days of appointment will include receiving and reviewing a copy of the *Essential Documents for the Operation of the Valleywise Community Health Centers Governing Council*

2. Peer Mentorship

- a. The VCHCGC Chair will select a current Council member to serve as a mentor to the new member.
- b. The mentor shall serve as a colleague in orienting the new member to the VCHCGC. If the member's mentor leaves the Council within the first six (6) months, the member will be offered a replacement if requested.
- c. The mentor shall schedule an initial meeting with the new member upon appointment to the VCHCGC at a mutually agreed upon time and place.
- d. The mentor and member shall determine if further meetings are needed following the initial meeting.

Valleywise Health Policy & Procedure - Approval Sheet
(Before submitting, fill out COMPLETELY.)

POLICY RESPONSIBLE PARTY: Valleywise Community Health Centers
Governing Council

DEVELOPMENT TEAM(S): Barbara Harding, Senior Vice President
Ambulatory Services and Chief Executive Officer of the Federally Qualified
Health Center Clinics

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e-Signers: Melanie Talbot, Chief Governance Officer and Board Clerk

Place an X on the right side of applicable description:

New -

Retire -

Reviewed - X

Revised with Minor Changes -

Revised with Major Changes -

Please list revisions made below: (Other than grammatical changes or name
and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-
Signer(s):**

Committee: 00/00

Committee: 00/00

Committee: 00/00

Reviewed for HR: 00/00

Reviewed for EPIC: 00/00

Other: 00/00

Other: 00/00

Other: 00/00