

Valleywise Health Administrative Policy & Procedure

Effective Date: 08/19

Reviewed Dates: 06/21

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Policy #: 89102 T

**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 (Governing Council) 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 Governing Council will receive the following orientation and education:

1. Orientation with the Federally Qualified Health Centers (FQHCs) Chief Executive Officer (CEO)
 - a. Orientation of the new Governing Council member within 90 days of appointment will include attending a new member orientation and review of the *Governing Council Member Orientation Manual*.

2. Peer Mentorship

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