

**If you're like most hospital governing board members, you're often overwhelmed with jargon, complicated reimbursement formulas and the responsibility of ensuring quality health care for the citizens in your community. The Alabama Hospital Trustee Certification is a voluntary program designed to assist trustees in improving their performance. Not only does it challenge trustees to achieve a higher standard of governance, but it demonstrates to lawmakers, physicians, hospital employees and the general community a commitment to hospitals and their patients and a willingness to certify adherence to governance best practices.**

#### **Why is certification important?**

Increasingly lenders, bond rating agencies, government officials and others are considering governance-related factors when dealing with hospitals. Not only have the implications of the Sarbanes-Oxley Act been felt in publicly traded organizations, but the standards are quickly becoming the yardstick by which all governance is measured. By documenting compliance with governance standards, hospital leaders assure key stakeholders that they hold themselves to a higher standard.

#### **How does it work?**

Trustees complete a self assessment that measures participation, basic knowledge, continuing education and other skill sets vital to effective governance. The hospital serves as the focal point of the program, encouraging its trustees to participate, ensuring the trustee certification forms are completed and maintaining a file of the documentation. Once all trustees complete the process, the hospital forwards a list of trustees eligible for certification to the Alabama Hospital Association for final approval and certification. AlaHA then forwards a certificate for each trustee to the hospital contact for distribution.

#### **Is the certification self-renewing?**

Trustees must complete the assessment each year in order to maintain their certification status. Following the initial certification, hospitals will be notified in October of each year of the need to renew the certifications and will be allowed 90 days to submit the necessary paperwork. Should a trustee not be able to meet the criteria in any one year, he or she may apply again the following year.

#### **What is the fee?**

The annual fee is \$20.00 per trustee, unless your hospital is a member of the ACHT, in which case the fee is waived.

#### **How do hospitals enroll in the program?**

Since it is believed that boards need to work toward certification as a group, the hospital is the point of contact for enrollment. To begin the process, the hospital CEO would submit the form included in this brochure. Please note, not all board members must be enrolled for a hospital to participate in the certification program, but all trustees must go through the hospital to participate.

#### **Questions?**

If you have any questions about the certification program or any of its requirements, contact the **AlaHA Public Relations Office at (800) 489-2542 or e-mail [prdept@alaha.org](mailto:prdept@alaha.org)**



**If** your hospital is interested in participating in the trustee certification program, complete the form below and mail to **AlaHA PR Dept., 500 North East Blvd., Montgomery, AL 36117**. Once AlaHA receives the request for participation, the hospital contact will receive the certification checklist, along with instructions for collecting the necessary information. We would also like to have the name and contact information for a trustee who will help promote the certification program at your hospital.

Name of hospital: \_\_\_\_\_

Staff contact for certification: \_\_\_\_\_

Staff contact's phone: \_\_\_\_\_

Staff contact's e-mail: \_\_\_\_\_

Trustee certification contact: \_\_\_\_\_

Trustee contact's phone: \_\_\_\_\_

Trustee contact's e-mail: \_\_\_\_\_

CEO name (printed): \_\_\_\_\_

CEO signature: \_\_\_\_\_

Board chairman name (printed): \_\_\_\_\_

Board chairman signature: \_\_\_\_\_

# Becoming a Certified Hospital Trustee

*A voluntary certification program of the Alabama Hospital Association  
and the Alabama Council of Hospital Trustees*

