

## **INSTRUCTIONS FOR ADMINISTERING THE ALABAMA HOSPITAL TRUSTEE CERTIFICATION PROGRAM**

The Alabama Hospital Trustee Certification Program was developed to help hospitals ensure their governing board members are meeting basic criteria in terms of knowledge and participation. It is strictly a voluntary program and is administered jointly by the participating hospital and the Alabama Hospital Association.

### **How to participate:**

Trustees must participate through their respective hospitals. While not all trustees at a given hospital must participate, the hospital is the point of contact with the Alabama Hospital Association. To begin the process, the hospital completes the Interest Form (located on the back of the *Becoming a Certified Hospital Trustee* brochure) and submits to the Alabama Hospital Association, Attn.: Public Relations Department, 500 North East Blvd., Montgomery, Ala. 36117.

### **Certification process:**

- The hospital should designate a point of contact to manage the program and communicate with AlaHA.
- Once the hospital's contact submits the interest form to AlaHA, AlaHA will forward the Trustee Certification Checklist to the designated hospital contact. The hospital contact will ensure that participating trustees have the trustee certification checklist and understand that by the end of the calendar year they must complete all items on the checklist in order to be certified.
- The hospital should provide education at board meetings, along with other opportunities for trustees to achieve the various certification requirements. There is an AlaHA Trustee Resource List available to provide information on various governance resources. You may find the list at [www.alaha.org](http://www.alaha.org) under "Resources," and then "Trustee Resources."
- In October, AlaHA will notify each hospital's contact of the need to have trustees complete their certification checklists and have these checklists certified by the hospital's CEO and board chair. After collecting completed checklists and ensuring trustees have met all required items, the hospital's contact completes the Final Hospital Certification Form and submits to AlaHA. The hospital's contact will keep the completed checklists on file.
- Once the Final Hospital Certification Form is received by AlaHA, certificates will be mailed to the hospital's contact for distribution to certified trustees. The certificates are valid for one year.

### **Questions:**

Contact the AlaHA Public Relations Department at (800) 489-2542.