

IHA Hospital Board Certification Program



The escalating cost of health care, eroding financial stability of hospitals, increasing complexity of hospital operations and health care delivery are each contributing to greater scrutiny of hospital and health system governing boards. Board members have an obligation to make decisions in the best interest of their organizations and the communities they serve. In turn, legislators, employers, community members, government officials and the media are seeking governance transparency and accountability.

The Iowa Hospital Association's Hospital Board Certification Program provides standards and guidance promoting governance best practices along with establishing expectations for continued learning. Established in 2010, the program operates on the premise that accountability and high standards of excellence are the hallmarks of quality governance and leadership. Top-notch leadership and governance foster sustainable employee commitment and community trust.

WHAT YOU NEED: Meeting Expectations with Certification

As your hospital works daily to deliver efficient, high-quality and safe health care, it requires your knowledge, understanding, dedication and commitment as an effective board member. You not only need traditional governance skills and qualities, but a special understanding of the complex health care industry.

The Hospital Board Certification Program promotes governance best practices and demonstrates to lawmakers, regulators, employees, business leaders and community stakeholders that you and your organization's board:

- Understand and embrace the need for governance transparency and accountability.
- Govern according to recognized best practices and standards of excellence.
- Use benchmarking data for utilization and financial operations.
- Use quality and patient safety performance data to identify opportunities for improvement.

WHY IT MATTERS: To You and Your Community

Your board should be encouraging and supporting its members in the pursuit of continuous learning and understanding of their responsibilities as they serve the community. The IHA hospital board certification shows your hospital is guided by knowledgeable and dedicated board members. Its good governance standards and continuing education requirements, ensure board members:

- Provide health care access to the entire community.
- Know basic expectations and standards of participation.
- Meet their fiduciary duties of care, loyalty and obedience.
- Meet their governance obligations to bylaws, certification, licensure, and applicable accreditation standards and laws.
- Realize the importance of keeping informed of health care issues and trends along with governance best practices.
- Recognize the importance of advocacy on behalf of the hospital to their community and legislators.

THE BENEFITS: Better Boards, Better Governance

Hospital trustees benefit by having a better understanding of expectations for leadership excellence. Communicating to employees, patients, employers and community stakeholders the board's compliance with these standards helps build the hospital's reputation for good governance and confidence in the leadership's strategic planning and decision making.

HOW IT WORKS: Becoming a Basic or Advanced Certified Trustee and Certified Hospital or Health System Board

Basic:

- The trustee completes and signs the Basic Certification Form and Continuing Board Education Log and submits both to their hospital board chair and CEO for verification.

Advanced:

- The trustee completes and signs both the Basic and Advanced Certification Forms and Continuing Board Education Log and submits all three forms to their hospital board chair and CEO for verification.

Certification renewal:

Trustees renewing their certification must complete 12 hours of continuing board education during the current and previous calendar year. **Education hours must be entered on the Continuing Board Education log and submitted to IHA annually.**

Hospital and Health System Board Certification:

When multiple board members become certified, the hospital or health system can receive additional recognition. Three levels of board certification are recognized:

- One Star – 40 to 69% of board members are certified.
- Two Stars – 70 to 99% of board members are certified.
- Three Stars – 100% of board members are certified.

Submitting Certification Forms

Board members or a member of the administration team should submit the completed forms to IHA as instructed.

Approval:

The IHA Council on Education and Member Services approves certifications. The board member and their hospital or health system CEO will each receive a letter from IHA confirming certification.

Recognition:

At the annual IHA Governance Forum, trustees and hospital boards recently completing the requirements for certification will be formally recognized. Following the Forum, IHA will provide media releases to participating hospitals for use in their hospital and community to promote awareness of their trustee and/or board's accomplishments and commitment to good governance and ongoing learning.

Continuing Board Education:

Trustees are expected to obtain 12 hours of education of which at least four hours must be completed through face-to-face programming. The 12 hours must be obtained during the current and previous year. Regular updates provided at hospital board meetings do not constitute continuing board education. The education must be a component distinct from routine board reports or agenda items. The minimum time increment for continuing board education credit is 15 minutes.

IHA programs pre-approved by the IHA Council on Education and Member Services to meet education requirements are:

- IHA Critical Access and Rural Hospital Forum, March (five to six hours).
- IHA Governance Forum, April (six to seven hours).
- IHA Summer Leadership Forum, June (five to six hours).
- IHA Annual Meeting, October (seven to eight hours).
- IHA Governance webinar series.
- IHA district meetings.
- IHA council meetings.

Other educational programs should be submitted to IHA for pre-approval. Examples of topics that may be used to fulfill the 12 hours of continuing board education requirement are:

- Health care environment, issues and trends.
- Finance and fiduciary responsibilities.
- Revenue cycle and payer mix.
- Compliance oversight.
- Quality and patient safety.
- Requirements for public hospitals.
- Governance and legal oversight responsibilities.
- Board fiduciary duties.
- Stark law and physician self-referral.
- Diversity, equity, inclusion and belonging.
- Health equity and health disparities.
- Cultural competency and implicit bias.
- Confidentiality, privacy and security.
- Cybersecurity.
- Emergency preparedness.
- Emergency Medical Treatment and Labor Act.
- Financial sustainability: staffing, inflation, reimbursement.

IHA Hospital Board Certification Program

Basic Certification Form

This form is available for download at www.ihaonline.org. Education hours earned in the current and previous calendar years are eligible for this program. Trustees must meet all the criteria listed.

1) Prepare for and participate in board and committee meetings.

- Participate in new board member orientation.
- Review board materials and be prepared to participate in discussions.
- Attend and participate in board and committee meetings as required by hospital bylaws.
- Attend board strategic planning sessions.
- Demonstrate knowledge of issues presented before the board.
- Demonstrate basic knowledge of hospital's/health system's:
 - Services.
 - Mission, vision, values and history.
 - Bylaws.
 - Community health status.
 - Board member selection and election process.

2) Commitment to fiduciary duties of care, loyalty and obedience, and understand governance obligations to bylaws, accreditation standards and laws.

a) Ethics and conflicts of interest.

- Sign a conflict-of-interest policy at intervals required by hospital bylaws.
- Comply with a conflict-of-interest policy and abstain from voting when appropriate.
- Always act in the best interest of the hospital.
- Maintain strict confidentiality in compliance with hospital bylaws and policies.

b) Periodically review board committees' composition, goals, responsibilities and commitment to safety and quality of patient care.

- Demonstrate basic knowledge of licensure, accreditation and Medicare certification standards.
- Represent consumers and the community served, including uninsured and underinsured.
- Review state and national quality and patient safety improvement efforts and be familiar with hospital and community specific results for health, quality and data.
- Know the hospital's quality and patient safety indicators.
- Review and approve medical staff credentialing.
- Monitor key indicators, review periodic reports and ensure the hospital has specific goals to improve:
 - Staff and workplace safety.
 - Staff well-being.
 - Quality improvement.
 - Patient safety.
 - Patient satisfaction and experience.
 - Sentinel events.
- Demonstrate familiarity with performance reports, internal quality and safety dashboards and external reports, such as Hospital Compare.
- Demonstrate an understanding of the mechanism for patient and family input and involvement in quality and safety activities, such as a patient and family advisory council or patient advisory board.

c) Commitment to the organization's financial health.

- Review and approve annual operating and capital budgets.
- Ensure an audit is performed.
- Monitor key financial indicators.
- Review and analyze financial statements.
- Be familiar with Medicare and Medicaid reimbursement practices and procedures.
- Review payer mix and rates.

d) Commitment to community.

- Demonstrate basic knowledge of the demographics of the communities the hospital serves.
- Demonstrate an effort to assure diversity of age, gender, sexual orientation, race and ethnicity that reflects the community at all levels of the organization.
- Review annual IHA community benefits and IHA hospital economic impact reports.
- Review data that highlights health differences among population groups to identify disparities in race, ethnicity, language, sexual orientation, gender identity, disability and socioeconomics.

3) Commitment to governance educational development and continuing board education

- Participate in board education.
- Regularly read health care and governance periodicals such as IHA Trustee Minutes, AHA Trustee Insights.
- Report to the board about individual continuing board education activities.
- Complete 12 hours of continuing board education for the current and previous calendar year with four hours of face-to-face education programming. **Education hours must be submitted annually using the continuing board education log form.**

4) Participate in performance evaluation of self, the board and the CEO

- Participate in an assessment of the board annually.
- Conduct a self-assessment annually.
- If applicable, participate in an annual CEO evaluation.

5) Participate in advocacy efforts for your hospital/health system and the health care industry

- Sign up and join the Iowa Hospital Action Network/VoterVoice.
- Be an advocate for your hospital/health system in your community as appropriate.
- Introduce yourself to your State Representative and Senator as a board member and contact them as requested by the hospital/health system CEO or when appropriate. This can be done through face-to-face meetings, telephone calls, emails or letters.
- Introduce yourself to your U.S. Congressional Representative and/or Iowa's U.S. Senators as a board member and contact them as requested by the hospital/health system CEO or when appropriate. This can be done through face-to-face meetings, telephone calls, emails or letters.

Please note exceptions and, as needed, attach documentation in support of meeting the standards. Documentation can include:

- Signed statements.
- Attendance records.
- Records of offices held.
- Education conference certificates of attendance.
- Letters or statements from your hospital CEO or board chair.
- Copies of board agenda and board meeting minutes.

Comments:

By my signature, I am confirming the information submitted on this form is accurate to the best of my knowledge.

Signature

Board member

Date

Signature

Hospital/Health System CEO/Administrator

Date

Signature

Hospital/Health System board chair

Date

Form submitted by:

Name, Email, Phone

Advanced Certification Form

This form is available for download at www.ihaonline.org. To obtain advanced certification, 20 of the 26 standards listed must be met or completed.

- Please note some advanced certification standards may not be achievable to all candidates. For example, only board officers evaluate the CEO. If an advanced standard is not attainable or applicable to the trustee, please note this when submitting materials.

Submit this form along with a completed Basic Certification Form and Continuing Board Education Log.

1) Prepare for and participate in board and committee meetings.

- Communicate with the board chair and CEO about community issues concerning the hospital to be considered for discussion at board meetings.

2) Commitment to fiduciary duties of care, loyalty and obedience, and understand governance obligations to bylaws, accreditation standards and laws.

- Serve on the hospital/health system's governance and/or executive committee.
- Serve on the medical staff credentialing committee.
- Serve on the compliance committee.
- Serve on the ethics committee.
- Serve on the performance improvement committee.
- Periodically review hospital bylaws.

3) Commitment to safety and quality of patient care.

- Participate on the hospital/health system's quality committee.
- Demonstrate knowledge of quality and safety practices and measures.

4) Commitment to the organization's financial health.

- Demonstrate knowledge of changing payer reimbursement practices and procedures.
- Serve on the hospital/health system's audit committee.
- Serve on the hospital/health system's finance committee.

5) Commitment to continuing board education.

- Participate in regional or state education programs or trustee-focused web-based offerings (i.e., IHA Governance Forum, IHA Annual Meeting, IHA Summer Leadership Forum).
- Attend national trustee education programs (i.e., AHA Membership Meeting, Estes Park Institute, Governance Institute, AHA Annual Meeting, AHA Rural Health Forum, AHA Leadership Summit, Iowa and National Rural Health Association meetings).
- Serve on an IHA council (i.e., Advocacy, Education, Health Information).
- Participate in IHA Governance webinars.

6) Participate in performance evaluation of self, the board and the CEO.

- Conduct a self-assessment annually.
- Participate in the assessment of board regularly.
- Participate in the annual CEO evaluation (if applicable).
- Participate in peer-to-peer assessments.
- Serve as a mentor to another board member.

7) Participate in advocacy efforts on behalf of your hospital and the health care industry.

- Contribute to the IHA Political Action Committee.
- Participate in IHA-sponsored legislative activities in Des Moines.
- Participate in the AHA Rural Health Forum, AHA Leadership Summit, AHA Annual Meeting in Washington, D.C.
- Participate in scheduled appointments or hospital-sponsored events with state legislators or Iowa's congressional members.
- Share and discuss IHA/AHA advocacy issues with state legislators and congressional members.

Please note exceptions and, as needed, attach documentation in support of meeting the standards. Documentation can include:

- Signed statements.
- Attendance records.
- Records of offices held.
- Copies of communications/correspondence.
- Letters or statements from your hospital CEO or board chair.
- Copies of board agenda and board meeting minutes.

Comments:

By my signature, I am confirming the information submitted on this form is accurate to the best of my knowledge.

Signature

Board member

Date

Signature

Hospital/Health System CEO/Administrator

Date

Signature

Hospital/Health System board chair

Date

Form submitted by:

Name, Email, Phone

Basic Certification Group Form

This form is available for download at www.ihaonline.org. Submit this form along with a Continuing Board Education Log for each board member.

HOSPITAL/HEALTH SYSTEM INFORMATION

Hospital/Health System _____

Hospital/Health System address _____

City _____ State _____ ZIP code _____

Telephone (_____) _____

How many members are on your board? _____

How many of your board members do you anticipate participating in the IHA Hospital Board Certification Program? _____

BOARD MEMBER INFORMATION

- By signing and submitting this form to IHA, we are confirming the information provided on this form is accurate to the best of our knowledge.

Board member 1 Name _____

Email (required) _____

Signature _____ Date _____

Board member 2 Name _____

Email (required) _____

Signature _____ Date _____

Board member 3 Name _____

Email (required) _____

Signature _____ Date _____

Board member 4 Name _____

Email (required) _____

Signature _____ Date _____

Form submitted by:

Name, Email, Phone

Prepare for and participate in board and committee meetings

Participate in new board member orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review board materials and be prepared to participate in discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend and participate in board and committee meetings as required by hospital bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend board strategic planning sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate knowledge of issues presented before the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate basic knowledge of hospital's/health system's:				
Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mission, vision, values and history.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community health status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board member selection and election process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to fiduciary duties of care, loyalty and obedience, and understand governance obligations to bylaws, accreditation standards and laws

Sign a conflict-of-interest policy at intervals required by hospital bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with a conflict-of-interest policy and abstain from voting when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Always act in the best interest of the hospital.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain strict confidentiality in compliance with hospital bylaws and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Periodically review board committees' composition, goals, responsibilities and commitment to safety and quality of patient care.

Demonstrate basic knowledge of licensure, accreditation and Medicare certification standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represent consumers and the community served, including uninsured and underinsured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review state and national quality and patient safety improvement efforts and be familiar with hospital and community specific results for health, quality and data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know the hospital's quality and patient safety indicators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and approve medical staff credentialing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor key indicators, review periodic reports and ensure the hospital has specific goals to improve:				
Staff and workplace safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff well-being.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient satisfaction and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentinel events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate familiarity with performance reports, internal quality and safety dashboards and external reports, such as Hospital Compare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an understanding of the mechanism for patient and family input and involvement in quality and safety activities, such as a patient and family advisory council or patient advisory board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to the organization’s financial health

Review and approve annual operating and capital budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure an audit is performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor key financial indicators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and analyze financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be familiar with Medicare and Medicaid reimbursement practices and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review payer mix and rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to community

Demonstrate basic knowledge of the demographics of the communities the hospital serves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an effort to assure diversity of age, gender, sexual orientation, race and ethnicity that reflects the community at all levels of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review annual IHA community benefits and IHA hospital economic impact reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review data that highlights health differences among population groups to identify disparities in race, ethnicity, language, sexual orientation, gender identity, disability and socioeconomics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to governance educational development and continuing board education

Participate in board education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly read health care and governance periodicals such as IHA Trustee Minutes, AHA Trustee Insights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report to the board about individual continuing board education activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete 12 hours of continuing board education for the current and previous calendar year with four hours of face-to-face education programming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participate in performance evaluation of self, the board and the CEO

Participate in an assessment of the board annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a self-assessment annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, participate in an annual CEO evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participate in advocacy efforts your hospital and the health care industry

Sign up and join the Iowa Hospital Action Network/VoterVoice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be an advocate for your hospital in your community as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce yourself to your State Representative and Senator as a board member of your hospital and contact them as requested by the hospital CEO or when appropriate. This can be done through face-to-face meetings, telephone calls, emails or letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce yourself to your U.S. Congressional Representative and/or Iowa’s U.S. Senators as a board member of your hospital and contact them as requested by the hospital/health system CEO or when appropriate. This can be done through face-to-face meetings, telephone calls, emails or letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advanced Certification Group Form

This form is available for download at www.ihaonline.org. To obtain advanced certification, 20 of the 26 standards listed must be met or completed.

- Please note some advanced certification standards may not be achievable to all candidates. For example, only board officers evaluate the CEO. If an advanced standard is not attainable or applicable to the trustee, please note this when submitting materials. Submit this form along with a completed Basic Certification Form and Continuing Board Education Log.

HOSPITAL/HEALTH SYSTEM INFORMATION

Hospital/Health System _____

Hospital/Health System address _____

City _____ State _____ ZIP code _____

Telephone (_____) _____

How many members are on your board? _____

How many of your board members do you anticipate participating in the IHA Hospital Board Certification Program? _____

BOARD MEMBER INFORMATION

- By signing and submitting this form to IHA, we are confirming the information provided on this form is accurate to the best of our knowledge.

Board member 1 Name _____

Email (required) _____

Signature _____ Date _____

Board member 2 Name _____

Email (required) _____

Signature _____ Date _____

Board member 3 Name _____

Email (required) _____

Signature _____ Date _____

Board member 4 Name _____

Email (required) _____

Signature _____ Date _____

Form submitted by:

Name, Email, Phone

Prepare for and participate in board and committee meetings.

Communicate with the board chair and CEO about community issues concerning the hospital to be considered for discussion at board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Commitment to fiduciary duties of care, loyalty and obedience, and understand governance obligations to bylaws, accreditation standards and laws.

Serve on the hospital/health system's governance and/or executive committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the medical staff credentialing committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the compliance committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the ethics committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the performance improvement committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodically review hospital bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to safety and quality of patient care.

Participate on the hospital/health system's quality committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate knowledge of quality and safety practices and measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to the organization's financial health.

Demonstrate knowledge of changing payer reimbursement practices and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the hospital/health system's audit committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on the hospital/health system's finance committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to continuing board education.

Participate in regional or state education programs or trustee-focused web-based offerings (i.e., IHA Governance Forum, IHA Annual Meeting, IHA Summer Leadership Forum).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend national trustee education programs (i.e., AHA Membership Meeting, Estes Park Institute, Governance Institute, AHA Annual Meeting, AHA Rural Health Forum, AHA Leadership Summit, Iowa and National Rural Health Association meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on an IHA council (i.e., Advocacy, Education, Health Information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in IHA Governance webinars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participate in performance evaluation of self, the board and the CEO.

Conduct a self-assessment annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the assessment of board regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the annual CEO evaluation (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in peer-to-peer assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as a mentor to another board member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participate in advocacy efforts on behalf of your hospital and the health care industry.

Participate in IHA-sponsored legislative activities in Des Moines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the AHA Rural Health Forum, AHA Leadership Summit, Iowa Rural AHA Annual Meeting in Washington, D.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in scheduled appointments or hospital-sponsored events with state legislators or Iowa's congressional delegates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share and discuss IHA/AHA advocacy issues with state legislators and congressional members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribute to the IHA Political Action Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOW TO SUBMIT COMPLETED FORMS FOR CERTIFICATION

Submit completed form(s) and supporting documents to IHA.

EMAIL: trustees@ihaonline.org

MAIL: Iowa Hospital Association, Attn: IHA Hospital Board Certification, 100 E. Grand, Ste. 100, Des Moines, IA 50309

The board member and their hospital or health system CEO will each receive a letter from IHA confirming certification.

QUESTIONS: Call 515-288-1955.

Frequently Asked Questions

Q: How many education hours am I required to complete for a new certification?

A: Twelve hours of continuing board education are required for initial certification. Four of the 12 hours must be through face-to-face education. The education hours must be earned in the current and previous calendar years.

Q: How do I maintain my certification?

A: Maintaining your certification requires completing 12 hours of continuing board education every two years. Four of the 12 hours must be through face-to-face education. Education hours completed must be submitted annually.

Q: Which forms do I need to submit and when?

A: The Basic Certification Form or Advanced Certification Form and Continuing Board Education log need to be submitted. Please submit your forms as early as possible. Forms are due Dec. 31 of the current year.

Q: How can I find out what forms have already been submitted and how many hours have been submitted?

A: Email at trustees@ihaonline.org or call 515-288-1955.

Q: What is the deadline for submitting hours of education and supporting documents?

A: Hours of education and supporting documents are due Dec. 31 of the current year.