

POLICY:

The Board of Directors is the governing body of Lifesong Hospice and Palliative Care that operates in accordance with its bylaws and assumes full legal and financial authority and responsibility for determining, implementing and monitoring policies governing the hospice’s total operation, including its quality assessment and performance improvement (QAPI) program.

PROCEDURE:

1. Efforts are made to select members for the Board of Directors who reflect the diversity of the community served by the hospice.
2. New members of the Board of Directors are required to participate in and evaluate an initial orientation program and continuing education opportunities intended to prepare the Board member for his/her role and responsibilities.
3. The Board of Directors meets regularly according to an established schedule and minutes of all meetings are kept in accordance with the hospice’s record retention policy.
4. Responsibilities of the Board of Directors include, but are not limited to:
 - a. Appointing a qualified hospice Executive Director and delegating to him/her the authority and responsibility for the daily operations of the hospice in accordance with State and Federal regulations;
 - b. Evaluating the performance of the hospice Executive Director and the effectiveness of the hospice program on an annual basis;
 - c. Adopting and periodically reviewing and approving the hospice’s policies and procedures, bylaws, the Annual Operating Budget, and Capital Expenditure Plan;
 - d. Overseeing the management and fiscal affairs of the organization, including budget approval and reviewing and monitoring financial information and organizational operations;
 - e. Defining the corporate structure and clearly indicating lines of authority;
 - f. Ensuring that all services are consistent with accepted standards of practice and are provided by competent staff;
 - g. Ensuring that an ongoing program for quality improvement and patient safety is defined, implemented, maintained and evaluated annually;

Created:	Reviewed:	Revised:	Effective:
8/2018	11/2018		4/2019

- h. Ensuring that the hospice's QAPI program addresses priorities for improved quality of care and patient safety, and that all improvement actions are evaluated for effectiveness and results documented in the minutes of Board meetings; designating an individual(s) who is responsible for operating the hospice's QAPI program;
- i. Approving the frequency and detail of data collection in the hospice's QAPI program;
- j. Periodically evaluating and assessing the performance of the Board itself; and
- k. Ensuring the integrity of service provision through:
 - i. Implementing a conflict of interest policy;
 - ii. Providing for proper licenses and insurance liability coverage;
 - iii. Assuring protection of clinical records; and
 - iv. Ensuring that the Corporate Compliance and QAPI programs function as intended.

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8/2018	11/2018		4/2019