

|                                                                                                                                                                | St. Anne Community and Nursing Care Centre (SAC)                                                                                                                                                                                                                             | CHECKLIST for Board of Directors Orientation                                                                               | Responsible      | Status         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| <i>To be signed off by Board Director as evidence of review and/or completion (best effort is to have it completed within 6-9 months of joining the board)</i> |                                                                                                                                                                                                                                                                              |                                                                                                                            |                  |                |
|                                                                                                                                                                | TOPIC                                                                                                                                                                                                                                                                        | LOCATION / REFERENCE                                                                                                       | RESPONSIBLE      | DATE COMPLETED |
| 1                                                                                                                                                              | Welcome Package<br>- Overview of Board Meetings - Board ToR shared<br>- DRAFT Agenda<br>- Current Action Register<br>- Current MACRO Agenda<br>- AGM information<br>- Board Self Assessment for monthly meetings<br>- Board of Directors & Contact Information (website)     | To be scheduled for all new members (Board Chair or other board member) - template email for new members on a yearly basis | Board Secretary* |                |
| 2                                                                                                                                                              | Roles & Responsibilities of Board Members                                                                                                                                                                                                                                    | Yearly session with subject matter expert<br>Board Chair to schedule (subject matter expert to deliver)                    | Board Chair      |                |
| 3                                                                                                                                                              | Terms of References for Board Committees                                                                                                                                                                                                                                     | SAC website (or shared during the board meetings)                                                                          | Governance Chair |                |
| 4                                                                                                                                                              | Sign Confidentiality Agreement                                                                                                                                                                                                                                               | Post AGM meeting or when required                                                                                          | Board Chair      |                |
| 5                                                                                                                                                              | CAR-Q registration for SAC announcements                                                                                                                                                                                                                                     | Post AGM meeting or when required (when new members)                                                                       | Board Secretary* |                |
| 6                                                                                                                                                              | Tour of Facility & introduction to SAC key contacts<br>- CEO reporting structure<br>- SAC high level Org Chart<br>- SAC Key Contacts (management team & website info)<br>- Board Director Liability Insurance (FYI only)<br>- Centre Evacuation Plan / Procedures (FYI only) | To be scheduled by Board Chair / Member; delivered by the CEO                                                              | CEO              |                |
| 7                                                                                                                                                              | Register for Board Training on SERGE Learning<br>- complete required modules annually                                                                                                                                                                                        | Post AGM for all members - Board Secretary Action item<br>post AGM on a yearly basis                                       | Board Secretary* |                |
| 8                                                                                                                                                              | Urgent Treatment Centre Services and Hours of Operation                                                                                                                                                                                                                      | "Acute Care" tab                                                                                                           | Self Study       |                |
| 9                                                                                                                                                              | SAC Board Policies                                                                                                                                                                                                                                                           | <a href="https://stannecentre.ca/cm/?page_id=577">https://stannecentre.ca/cm/?page_id=577</a>                              | Self Study       |                |
| 10                                                                                                                                                             | Mission, Vision, Guiding Principles<br>Strategic Plan documents                                                                                                                                                                                                              | SAC Website "Mission" tab                                                                                                  | Self Study       |                |
| 11                                                                                                                                                             | Board of Directors, Business Continuity Plan & By-Laws<br>St. Anne Centre Auxiliary                                                                                                                                                                                          | SAC Website "About Us" tab                                                                                                 | Self Study       |                |
| 12                                                                                                                                                             | Board Education ( <i>Sustaining an Effective Board prepared by McInnes Cooper in 2018</i> )                                                                                                                                                                                  | SAC Website "About Us" tab                                                                                                 | Self Study       |                |
|                                                                                                                                                                | <b>Other Reference Material</b><br><i>(Depending on members' role on the board, some members may have additional requirements for reference material as stated below)</i>                                                                                                    | LOCATION / REFERENCE                                                                                                       | RESPONSIBLE      | DATE COMPLETED |
| 1                                                                                                                                                              | Information on Helipad                                                                                                                                                                                                                                                       | <a href="https://stannecentre.ca/cm/?page_id=104">https://stannecentre.ca/cm/?page_id=104</a>                              | Self Study       |                |

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| 2                                                                                                                   | History of the St. Anne's Center                                                  | SAC Website "About Us" tab<br><a href="https://stannecentre.ca/cm/?page_id=39">https://stannecentre.ca/cm/?page_id=39</a>                                                                     | Self Study |  |
| 3                                                                                                                   | Outpatient Services at UTC<br>Diabetes Clinic                                     | SAC Website "Acute Care" tab;<br>"Diabetic Clinic" tab                                                                                                                                        | Self Study |  |
| 4                                                                                                                   | Long Term Care<br>- Objectives of Resident and Family Council<br>- Veteran's Wing | SAC Website "Nursing Home" tab                                                                                                                                                                | Self Study |  |
| 5                                                                                                                   | Integrated Quality Management Accreditation                                       | SAC Website "Accreditation" tab                                                                                                                                                               | Self Study |  |
| 6                                                                                                                   | Infection Prevention & Control                                                    | SAC Website "Infection Control" tab                                                                                                                                                           | Self Study |  |
| 7                                                                                                                   | Various related sites for information purposes                                    | SAC Website "Links" tab                                                                                                                                                                       | Self Study |  |
| 8                                                                                                                   | Accreditation Canada                                                              | <a href="https://accreditation.ca/about/">https://accreditation.ca/about/</a>                                                                                                                 | Self Study |  |
| 9                                                                                                                   | Nova Scotia Long Term Care                                                        | <a href="https://novascotia.ca/dhw/ccs/long-term-care.asp">https://novascotia.ca/dhw/ccs/long-term-care.asp</a>                                                                               | Self Study |  |
| 10                                                                                                                  | Information on the "Society" & the Societies Act                                  | <a href="https://nslegislature.ca/sites/default/files/legc/statutes/societie.htm">https://nslegislature.ca/sites/default/files/legc/statutes/societie.htm</a>                                 | Self Study |  |
| 11                                                                                                                  | Long Term Care Program Requirements                                               | <a href="https://novascotia.ca/dhw/ccs/policies/Long-Term-Care-Facility-Program-Requirements.pdf">https://novascotia.ca/dhw/ccs/policies/Long-Term-Care-Facility-Program-Requirements.pdf</a> | Self Study |  |
| *If there is no board secretary, the CEO or Chair will have the responsibility to ensure these tasks are completed. |                                                                                   |                                                                                                                                                                                               |            |  |
|                                                                                                                     | <b>Signed by the Director of the Board:</b>                                       | <b>Date:</b>                                                                                                                                                                                  |            |  |
|                                                                                                                     |                                                                                   |                                                                                                                                                                                               |            |  |
|                                                                                                                     |                                                                                   |                                                                                                                                                                                               |            |  |
|                                                                                                                     | <b>Signed by Chair of Board or Governance Chair:</b>                              | <b>Date:</b>                                                                                                                                                                                  |            |  |