

Executive Director (ED) Mentorship Program: Checklist

PURPOSE

The Executive Director (ED) Mentorship Program Checklist has been developed to assist mentors when working with new EDs or those who would benefit from mentorship. It can be shared with the mentee to help set expectations and provide guidance.

ED MENTORSHIP CHECKLIST

Checklist	Reviewed upon initial contact (1 st Month)	Follow up Review
<i>(Based on the ED Resource Toolkit)</i>	<i>(Frequency of contact will be determined by the mentor-mentee)</i>	
BACKGROUND		
<input type="checkbox"/> FHT/NPLC History <i>(may depend on region, cycle, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Current Provincial Context <i>(impact of current provincial direction in primary care, policy setting, political considerations)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Nuances of Agreements, Funding Models, & Governance	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP		
<input type="checkbox"/> Working with the Board	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Working with the Physician Lead	<input type="checkbox"/>	<input type="checkbox"/>
Ontario Health		
<input type="checkbox"/> OH Consultant & Contacts	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reporting Expectations & Timelines	<input type="checkbox"/>	<input type="checkbox"/>
EXECUTIVE DIRECTOR: ROLE & RESPONSIBILITIES		
<input type="checkbox"/> Financial Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Operational Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Legislative Compliance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Planning	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Human Resource Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Policies & Procedures - What they should have if they don't already <ul style="list-style-type: none"> Governance, HR, workplace violence, risk management, privacy, finance, etc. Refer to ED Resource Toolkit 	<input type="checkbox"/>	<input type="checkbox"/>
AFHTO		
<input type="checkbox"/> Role & Programs <i>(Advocacy, Governance & Leadership Program, Quality Improvement Decision Support Program)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Available Resources <i>(website, communications, etc.)</i>		
<input type="checkbox"/> AFHTO Leadership Council & Committees		
QUALITY IMPROVEMENT		
<input type="checkbox"/> QIDSS Overview	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> QIPS	<input type="checkbox"/>	<input type="checkbox"/>

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TOOLS & RESOURCES		
<input type="checkbox"/> AFHTO ED Resource Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fundamentals of Governance Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> AFHTO Resource Library	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Statutory Compliance Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others?	<input type="checkbox"/>	<input type="checkbox"/>
CONTACTS, PARTNERSHIPS, & COMMUNITY RELATIONS		
<input type="checkbox"/> AFHTO Leadership Council (<i>see ED regional rep here</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> QIDSS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Relationships <ul style="list-style-type: none"> Ontario Health, OHT, hospitals, MOH Primary Care Lead, community support services, IT contact, EMR vendor, lawyers, insurance contacts, property management, professional support networks 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> List of neighbouring FHTs, NPLCs, and other teams (<i>reach out to ED regional rep</i>)	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
<input type="checkbox"/> Any other questions they should ask within their environment?	<input type="checkbox"/>	<input type="checkbox"/>

NOTES FOLLOW-UP AND OTHER INFORMATION

Member Resources

AFHTO has a rich catalogue of resources and tools are available for staff of any AFHTO member organization. **Any staff member of an AFHTO member organization can log into the AFHTO website** and find members-only resources by using the search bar. Alternatively, you can browse using our Members-only pages below.

Leadership And Operations	Board Governance	Advocacy	AFHTO Learning And Development
Quality And Knowledge Translation			

