

TFHT Board & ED Workplan 2014-15

Element	Activities	Responsibility	Status	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
			In progress Upcoming Completed Not Started												
Board Development & Governance	Develop Board Development Goals & Objectives/Workplan	ED, Board President	Completed					Completed	Completed	Completed	Completed				
	Develop Board Education Plan and Budget	ED, Board President	Upcoming					Upcoming	Upcoming	Upcoming	Upcoming				
	Review & Revise Board Governance Policies	ED, Board President	Upcoming									Upcoming	Upcoming		
	Review & Revise Board Member & ED Job Descriptions	ED, Board President	Upcoming											Upcoming	
	Review & Revise TFHT Financial Policies	Finance Manager, ED, Board President	Completed					Completed	Completed						
	Review Board Committees - Community Advisory Committee	ED, Board of Directors	Upcoming											Upcoming	
	Update Board member skills matrix summary; Prepare recruitment process for 2015 AGM	ED, Board President	Upcoming									Upcoming	Upcoming		
	Develop Recruitment process for new Lead Physician	ED, Lead Physician, Board President	Upcoming										Upcoming	Upcoming	
	Consider Corporate Membership for community board members and associated bylaw change	Board President, Board Members, Lead Physician	Upcoming									Upcoming	Upcoming		
	Implement OHA Self-evaluation tool to replace prior tool; Review results; implement any appropriate change	ED, Admin Assistant, Board President	Upcoming						Upcoming	Upcoming	Upcoming	Upcoming			
	Revise TFHT Risk Management Plan	ED, Finance Manager	Completed						Completed						
	Provide Orientation for new board members and new corporate members	Board President, ED, Lead Physician	Upcoming						Upcoming	Upcoming	Upcoming	Upcoming			
Strategic Plan 2013-14 to 2017-18	Semi-annual progress review at board meetings and AGM	ED	Semi-annual			Completed					Completed				
	Review and revise Administration Workplan to address any gaps in progress	ED, Lead Physician, Finance Manager	Completed				Completed						Completed		
	Align Outcome Measures and performance measures with strategic plan	ED	Completed				Completed	Completed							
	Develop outcome measures for administrative success measures	ED	Upcoming											Upcoming	
	Assess alignment of TFHT Strategic plan with NELHIN Plan and plans of health partners	ED	Upcoming											Upcoming	
Performance, Metrics & Quality Improvement	Update Quality Improvement Plan	ED, Lead Physician, QIDSS	Upcoming											Upcoming	Board Approval
	Develop FHT Operational Plan & Budget	ED, Admin Staff	Upcoming										Upcoming	Board Approval	
	Develop Dashboard for reporting on performance results	QIDSS & ED	Completed					Completed				Upcoming			
	Track Indicators & Metrics	QIDSS, ED & Admin staff	Quarterly	Upcoming			Completed			Upcoming			Upcoming		

