



MHA BOARD CERTIFICATION

Strengthening Trustee Leadership and Accountability

The Minnesota Hospital Association (MHA) board certification program is designed to make a good board member great and a committed board member an exceptional asset. Board certification helps promote consistent standards, meaningful accountability, effective leadership and broad knowledge of critical health care issues. It helps trustees move beyond the basics of governance to develop a strategic understanding of the health care environment and move their hospital's mission and vision to a new level. Certified trustees are knowledgeable, accountable ambassadors and champions for their facilities and communities

Advantages of board certification

- Increase knowledge of health care issues, financial accountability and performance, public policy and effective governance best practices
- Understand board and CEO roles and responsibilities
- Approach strategic planning proactively
- Understand the importance of trustee involvement in contacting legislators and conducting grassroots community advocacy

How do I become certified?

MHA board certification continuing education focuses on topics beyond the individual hospital, including effective governance, strategic planning, quality and patient safety, fiduciary duties and board development. Attend an MHA educational program or conference on governance topics and submit a continuing education approval form to start earning credit.

Certification takes approximately two years; 30 credits are needed to complete the certification process. Each credit is equivalent to one hour of education.

A maximum of 20% of a trustee's total education credit hours – or seven credits – can be earned through outside organizations such as the Governance Institute, AHA Annual Meeting or AHA Center for Healthcare Governance.

All courses taken outside of MHA need approval; submit a course approval form to MHA to obtain credit. MHA tracks each trustee's progress toward certification. Follow these instructions to check your certification status on MHA's website.

Components of board certification

Advocacy and community relations: 6 credits

- Legislative policy priorities, grassroots advocacy and governmental regulations
- Communicating with the CEO, other board members, doctors, staff and the community
- Physician relations

Community relations Effective governance: 6 credits

- Mission, vision and bylaws
- Conflicts of interest, confidentiality and ethics
- Selecting and supporting the CEO and lines of authority
- Legal issues and the commitment to compliance • Assessing governing accountability
- Board performance

Board self-assessment Fiduciary duties: 6 credits

- Health care finance fundamentals
- Budgeting process
- Access to capital
- Facility design and construction/growth

Quality and safety: 6 credits

- Improving the quality of care
- Ensuring adherence to quality and patient safety standards and expectations
- Safety of staff, patients, providers and the public within health care facilities

Strategic planning: 6 credits

- Setting goals
- Leadership principles
- Trends
- Developing operational policies

Basic standards of board involvement

By completing this program, trustees are committing to follow basic standards of board involvement:

- Demonstrate basic knowledge of the hospital mission, vision and bylaws
- Participate in committee meetings as required by the hospital bylaws
- Participate in board education
- Participate in board self-assessment
- Participate in annual CEO evaluation
- Serve as a point of contact with the hospital's state representative and senator, reaching out as requested by the hospital CEO or MHA
- Comply with conflict of interest policies and abstain from voting when appropriate

Advanced certification

Board members who have completed the MHA board certification program are eligible for enrolling in the advanced certification program. Eight credits are needed for advanced certification, two in each of the following areas:

- Advocacy and community relations
- Effective governance
- Quality and safety
- Strategic planning

These eight credits can only be received by attending MHA education programs. Advanced education programs are provided at MHA trustee conferences.

Questions?

With questions, contact [Heather Harmer](#), director, events & education, MHA.