

## Utah Association of Medical Staff Services

<b>Policy/Procedure Name:</b> <b>New Board Member Orientation Guidelines</b>	<b>Index:</b> <b>UAMSS-004</b>
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**Purpose:**

The purpose of this policy is to provide continuity for the Utah Association of Medical Staff Services Leadership.

**Procedure:**

At a minimum, the following is recommended as an orientation to the new UAMSS Board Members:

1. Initiate contact and determine the best form of communication.
2. Provide a copy of the UAMSS Bylaws and Policy & Procedures prior to the first Board meeting of the year.
3. Review the respective responsibilities of the board position with the individual as stated in the UAMSS Bylaws and Policy & Procedures.
4. Review the anticipated meeting schedule and format of the Board meetings.
5. If feasible, arrange for proctoring by the outgoing board member.
6. Transfer security clearance (credit cards) and passwords to new presidency.
7. The above items should be completed in the first two months of each new year.

<b>Policy Cross Reference:</b> Bylaws Article 13, 16	
<b>Revision and/or Replacement Date(s):</b> 11.17.2016; 5/21/18	
<b>Original Approval Date:</b> 04.01.2015 by Rachel Smith, CPCS, 2015 UAMSS President	
<b>Approved by:</b>  Jeff Carter, CPCS, 2018 UAMSS President	<b>Date Approved:</b> <div style="text-align: center; font-size: 1.2em;">5/21/18</div>