|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BOARD OF DIRECTORS - POLICY | | | | NO. 1a | |
| POLICY:  The Governing Board of Winning Wheels, Inc. shall have and assume the responsibility for the operation and the program of care for which the facility is licensed under the Illinois Nursing Home Act.  The Board has the ultimate authority and responsibility for the operation of the facility, including the Developmental Training Program.  The Board will ensure the development and maintenance of appropriate management procedures and program structures through the implementation and ongoing survey/review of the following procedures:  PROCEDURES:  1.0 Appoint an Administrator or Chief Executive Officer as the official representative of the Board responsible for the overall operations of the facility.  2.0 Delineate duties and responsibilities of administrator.  3.0 Establish the philosophy and the facility mission statement, and to initiate policies and procedures for said philosophy and mission.  4.0 Appoint necessary committees to effect the discharge of responsibilities.  5.0 Provide for at least four (4) scheduled meetings and their administration annually.  6.0 Appoint, upon recommendation of the Administrator, a Medical Director.  7.0 Cooperate with community health planning and care agencies.  8.0 Provide equipment and staff appropriate care to the needs of the facility and of the residents.  9.0 Ensure the provision of insurance coverage for the liability protection of the facility and personnel.  10.0 Provide a sufficient budget to carry out the objectives of the facility.  11.0 Assure licensure and/or certification of the facility by the appropriate agency(s) in accordance with all applicable State, federal and local laws and regulations and the regulations of the professional agency(s) with whom we would elect to affiliate.  12.0 Guarantee the admission of residents without regard to race, color, sexual orientation, gender, creed, or national origin. | | | | | |
| Approved: | Effective Date: | Revision Date:    3/17 | Change No.: | | Page:  1 of 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BOARD OF DIRECTORS - POLICY | | | | NO. 1a | |
| .  13.0 Provide a written institutional plan annually that reflects the operating budget and capital expenditure plan with direction provided by the Governing body, administrative and clinical staff, and patient care groups.  14.0 Review policies, rules and regulations and by-laws at least annually.  15.0 Assure that copies of policies, rules and regulations are available to staff and residents on request-and that access to such policies, procedures, etc., are made available to appropriate agencies or individuals who are involved directly or indirectly (to include governmental and other regulatory agencies) with whom we elect to affiliate within the course of our programs.  16.0 The governing body adopts and enforces rules and regulations relating to health care and safety of residents, to the protection of their personal and property rights, and to the general operation of the facility.  17.0 The governing body adopts policies to ensure that the facility cooperates in an effective program which provides for a regular program of independent medical evaluation and audit of patients in the facility to the extent required by the program in which the facility participates (including at least annually medical evaluation of each patients need for services).  18.0 The governing body, through the administrator, is responsible for implementing and maintaining written personnel policies and procedures that support sound patient care and personnel practices. The facility organizational chart will be reviewed annually or as necessary.  19.0 Evaluate the effectiveness of management and structure utilizing programmatic outcome variables, and through the ongoing monitoring of the attainment of facility goals and objectives.  20.0 To the extent possible the governing body will reflect a wide range of community interest including representation either directly or indirectly of the consumers it serves.  21.0 Provide an Orientation Program for members newly appointed to the Board (see Board of Directors Orientation).  22.0 To avoid any appearance of a conflict of interest the Board will either through the public disclosure of said interest or the exclusion or a members discussion or voting privilege seek to minimize any undue interest.  23.0 All advisory structures will delineate their purpose, structure, responsibilities and authority.    24.0 The Board will keep accurate minutes of meetings.  25.0 The overall plan and budget is reviewed and updated at least annually by the plan and budget committee. | | | | | |
| Approved: | Effective Date: | Revision Date:    3/17 | Change No.: | | Page:  2 of 2 |