

A close-up photograph of a person's hands writing on a document. The person is wearing a white dress shirt and a blue tie with a wavy pattern and small gold dots. They are holding a black fountain pen with a gold nib. The document is white with some faint text. The background is slightly blurred, showing more of the person's clothing and the document they are holding. A black semi-transparent banner is overlaid on the left side of the image, containing the title text.

Board Self-Assessment Member Guide

INTRODUCTION

Welcome to the online ***Board Self-Assessment***. In this era of health reform and major changes in the health care delivery system, health care organizations are being challenged as never before. In many cases, external forces loom as a serious threat to institutional viability. Boards must be prepared to meet these challenges and to continue serving the needs of their communities. Self-assessment is a tool for boards to utilize to ask themselves how well they are prepared to meet these challenges. Self-assessment can help show a board where its strengths lie as well as where improvements may be needed. It is an important function that should be an ongoing part of serving on any hospital or system board.

Self-assessment should become a recurring process with a formal assessment performed at least once a year. Boards should review the goals, mission, vision, values, and strategic plan of the hospital prior to beginning the self-assessment. Boards should tailor the questions included in this assessment as needed to fit their particular hospital/system. However, questions that relate to the organization's strengths and those of its board members should not be omitted; it is as important for the board to be aware of its' strengths as well as its' deficiencies. This is why the program gives you the ability to customize the assessment by adding or deleting questions, so that the assessment is tailored to your board.

The value of this self-assessment depends to a large degree on the ability and willingness of the participants to be open and realistic as they answer the questions. Once the members have completed the assessment, a report will be provided giving you a very detailed look at where your board stands to other boards, to your own board in the previous year, and how your peers as a whole are answering. Boards should be prepared to take a hard look at their past performance and the performance of their peers, and based on what they see, be prepared to take steps to change their procedures, structure or composition to improve performance.

LOGGING INTO THE BOARD ASSESSMENT



The screenshot shows a web page for the "Board Self-Assessment Website". The main heading is "Board Self-Assessment Website" with the subtitle "An evaluation of hospital governing board performance". Below this, there is a note for new hospital administrators to click a link labeled "HERE" to register. On the right side, there is a "Board Member" section with a welcome message and a text input field for an email address, followed by an "Enter" button.

Board Self-Assessment Website
An evaluation of hospital governing board performance

New Hospital Administrators click [HERE](#) to register. Once registered, IHA staff will approve your account. NOTE: This is only for the person that is going to be in charge of the assessment. All other users will be added by the administrator.

Board Member
Welcome! Enter your email address below for system access.

Email:

The first time you login to the online assessment you can get in one of two ways. The first way is to click on the link that was provided to you in the email sent by the administrator saying the assessment is ready and providing instructions on how to complete the assessment. The second way is to enter the email address used by the administrator into the textbox in the above image.

WELCOME SCREEN



Home Account Info IHA website Contact Us Suggestions Log Out

Welcome to the Board Assessment

Submitting Survey for: Hospital Association

NOTE: Your submission will be completely anonymous and will only be attached to your facility.

[Click here for helpful information regarding the Board Self-Assessment](#)

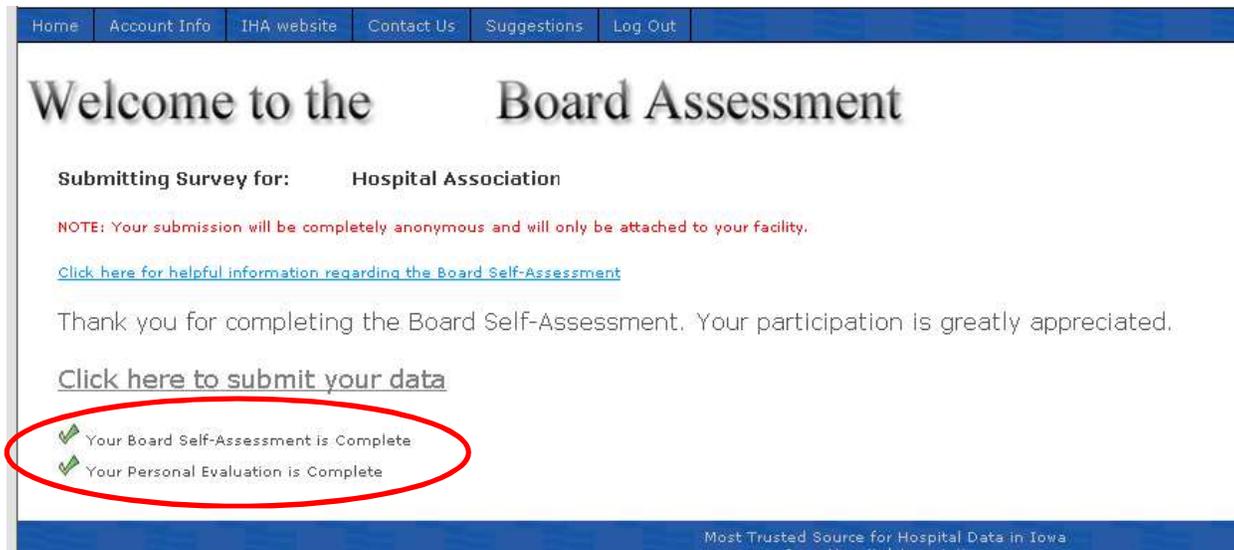
There is a survey available for you to complete. Click on the link below to submit your Board Self-Assessment.

[Click here to submit your data](#)

- Your Board Self-Assessment is Incomplete
- Your Personal Evaluation is Incomplete

Most Trusted Source for Hospital Data in Iowa
Iowa Hospital Association
100 East Grand Ave., Ste 100

The image shown above is what your home page will look like in the board assessment. If you are interested in getting more information about the board assessment program click the “Click here for helpful information regarding the Board Self-Assessment” link. When you are ready to start submitting data click the “Click here to submit your data” link. This will take you to the Board Self-Assessment. Once you are done filling out the assessment click the finish button. If you get started with the assessment and are unable to finish or go away from your desk make sure you click the save button so nothing happens to the work you have already completed. Once you click the finish button you will be directed to a personal assessment. The same rules regarding saving apply to this page also. Once you finish the personal assessment you are done for the year. Once you are complete both surveys the following image shows you what your screen will look like:



Home Account Info IHA website Contact Us Suggestions Log Out

Welcome to the Board Assessment

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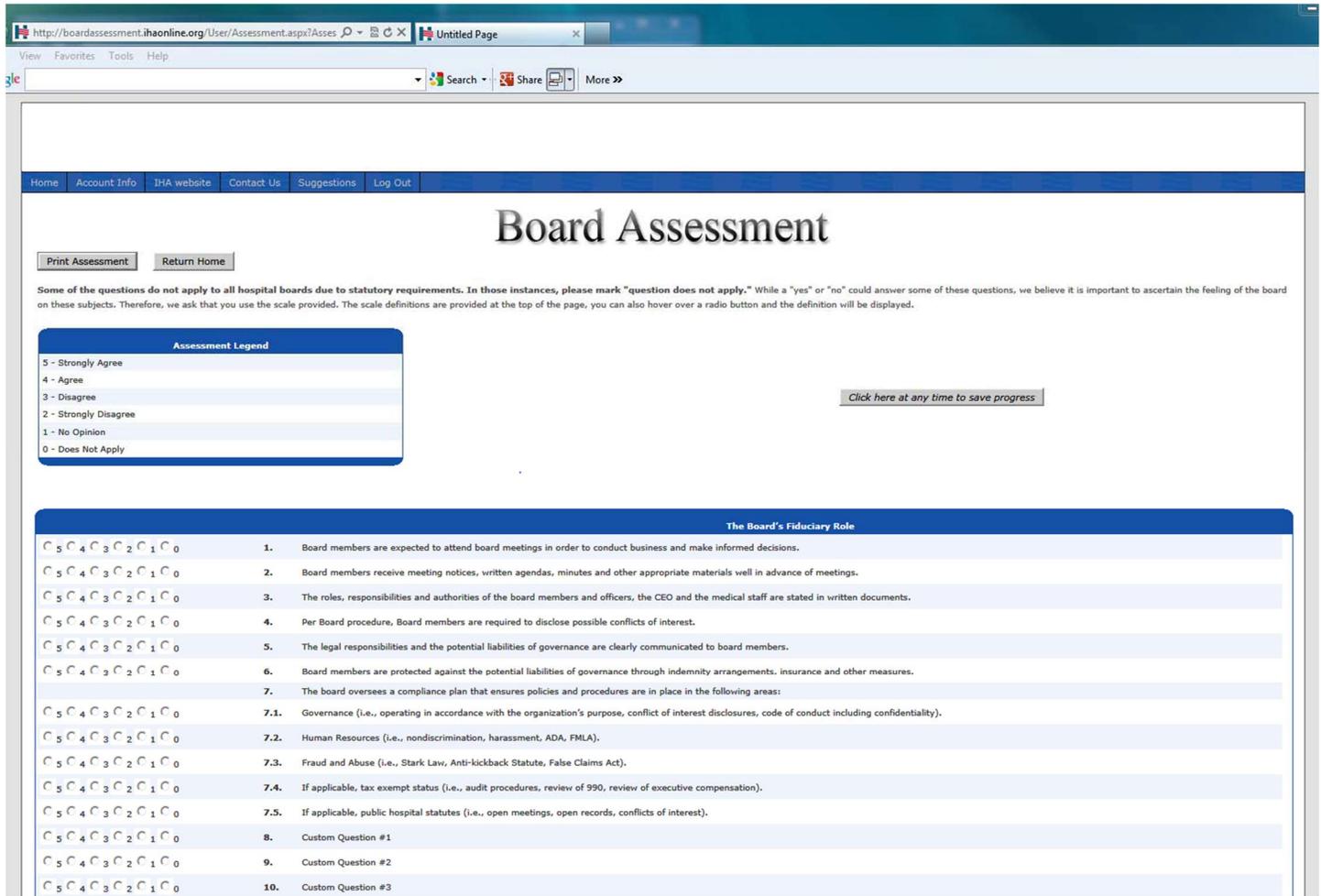
Thank you for completing the Board Self-Assessment. Your participation is greatly appreciated.

[Click here to submit your data](#)

- Your Board Self-Assessment is Complete
- Your Personal Evaluation is Complete

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Iowa Hospital Association

TAKING THE ASSESSMENT



The image above is an example of what the entire assessment will look like. Select an answer for each question based on the legend at the top of the web page. At any time if you must exit the program make sure you select the save button. When you finish the questions click the finish button and you will be redirect to the personal assessment. Once you finish the personal assessment you will be done for the year. The total time for both assessments is on average 30-45 minutes.