

Board Professional Development

Gold Coast Hospital and Health Service

1. Policy Statement

Gold Coast Hospital and Health Service (GCHHS) is committed to continual learning and development of Board members to be able to contribute to high standards of governance and leadership of the GCHHS. Accordingly, Board members are expected to undertake professional development each year relating to both their governance functions, and the broader health sector context in which the GCHHS operates.

2. Intent of this policy

The intent of this policy is to ensure that the Gold Coast Hospital and Health Board (GCHHB), and Board members individually, are equipped with the knowledge and skills to discharge their roles and responsibilities in governing the GCHHS.

3. Scope

This policy applies to Gold Coast Hospital and Health Board members, notwithstanding external Board members.

4. Principles

4.1. Board professional development

Each year the Board will identify areas for professional development for the Board and agree to an annual Board development program. These areas might be identified as a result of regular Board performance and Board skills evaluations, or from discussions regarding the GCHHS's strategic environment.

Board development needs may be met through:

- presentations from management
- site visits
- Board attendance at events
- external speakers.

4.2. Individual Board member feedback and development

Each Board member is expected to take personal responsibility for their own continuous learning and upgrading of skills as a Board member to contribute to high standards of corporate governance for the GCHHS.

Feedback on individual Board members' performance will be sought through the annual Board evaluation process. In addition, the Chairperson will meet with each Board member annually to:

- discuss the Board member's performance and contribution to the Board
- agree to professional development objectives for the Board member for the forthcoming year.

Board members' development should be targeted towards the following:

Governance knowledge

- Knowledge and understanding of contemporary corporate governance practices and developments, particularly as they relate to GCHHS's legal framework.
- Knowledge and understanding of Board members' roles and responsibilities particularly as they relate to GCHHS's legal framework.

Sector and GCHHS-specific knowledge

- An understanding of policy, strategic and other factors in the health and related sectors.
- An understanding of GCHHS and its direction, management, operations, finances, opportunities and risks.

Individual Board member development needs might be met through:

- internal briefings
- attendance at conferences and industry functions
- Board member-specific courses (for example, run by the Australian Institute of Company Directors) or other activities that promote development in the areas above.

Board members who have not undertaken the Australian Institute of Company Directors' Course on joining the Board will be encouraged to undertake that course, as soon as feasible after appointment.

4.3. Budget and approval

A budget for Board professional development will be set each year as part of the annual budget process. This budget will support directors' attendance at selected relevant conferences and training courses, to be agreed in advance with the Board Chair.

Board member professional development is essential to the role undertaken. Oversight of approved professional development is considered essential to discharge their roles and responsibilities in governing the GCHHS.

Approval for professional development and all associated expenditure from the Boards' professional development budget must be approved by the Board Chair.

The following principles apply regarding GCHHS sponsored professional development:

- The focus of individual Board member professional development is to be education and training rather than attendance at conferences and similar events.
- As a general guide, a Board member should aim for approximately 20 hours of professional development per annum.

4.4. Reporting

Where Board members undertake individual professional development activities of relevance to their role as Board members of Gold Coast Hospital and Health Service, they are to report on the benefit and outcomes of that activity including shared learnings of GCHHS Health-Funded Professional Development at the next Board meeting.

5. Supporting / Relating Documents and Reference Material

Policy Instruments

- Nil

External Documents

- Handbook for Queensland Hospital and Health Boards (second edition) May 2018
- Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities
- Remuneration of Part-Time Chairs and Members of Government Boards, Committees and Statutory Authorities: Remuneration procedures
- Study and Research Assistance Scheme (SARAS), HR Policy G10

Online Documents

- [Charter of the Gold Coast Hospital and Health Board](#)
- [GCHHS Financial Management Practice Manual](#)

References and Suggested Readings

- Shared Learnings as a result of Gold Coast Health Funded Professional Development

6. Definition of terms

Term	Definition	Source
Nil	Nil	Nil

7. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> • <i>Hospital and Health Boards Act 2011</i> • <i>Public Service Act 2008</i>
National Safety and Quality Health Service (NSQHS) Standards 2 nd Ed.	<ul style="list-style-type: none"> • Standard 1, Clinical Governance
Other Standards	<ul style="list-style-type: none"> • N/A
Health Service Directive	<ul style="list-style-type: none"> • N/A

8. Consultation

Key stakeholders who reviewed this version are:

- Gold Coast Hospital and Health Board Members
- Ron Calvert, Health Service Chief Executive
- Executive Management Team
- Board Secretary

9. Committee Endorsement

- Gold Coast Hospital and Health Board Executive Committee – 26/05/2020

10. Approval and Implementation

Delegated Lead: Board Secretary

Responsible Authority: Gold Coast Hospital and Health Board

Approving Officer: Executive Director, Governance, Risk and Commercial Services

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11. Policy Development and Approval History

Version No	Developed by	Content authorised by	Approved by	Date of Effect
1	G Lambert, Directors Australia R. Howard, Executive Support Officer, Chair	Gold Coast Hospital and Health Board	Rebecca Freath, Executive Director, Governance, Risk and Commercial Services	29/10/2015
2	Alicia Eaton, Board Secretary	Gold Coast Hospital and Health Board	Rebecca Freath, Executive Director, Governance, Risk and Commercial Services	10/11/2017
3	Alicia Eaton, Board Secretary	Gold Coast Hospital and Health Board	Sarah Dixon, Acting Executive Director Governance, Risk and Commercial Services	02/09/2020

12. Appendices

- Nil