

Executive Director (ED) Mentorship Program: Checklist

PURPOSE

The Executive Director (ED) Mentorship Program Checklist has been developed to assist mentors when working with new EDs or those who would benefit from mentorship. It can be shared with the mentee to help set expectations and provide guidance.

ED MENTORSHIP CHECKLIST

Checklist	Reviewed upon initial contact (1 st Month)	Follow up Review
(Based on the ED Resource Toolkit)	(Frequency of contact will be determined by the mentor-mentee)	
BACKGROUND		
<input type="checkbox"/> FHT/NPLC History (why is this the way it is) (may depend on region, cycle etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Current provincial context (impact of current provincial direction in primary care, policy setting, political considerations, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Nuances of Agreements, Funding Models, and Governance	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP		
<input type="checkbox"/> Working with the Board	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Working with the Physician Lead	<input type="checkbox"/>	<input type="checkbox"/>
MINISTRY OF HEALTH & LONG TERM CARE		
<input type="checkbox"/> Ministry Consultant & Contacts	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reporting Expectations & Timelines	<input type="checkbox"/>	<input type="checkbox"/>
ED: ROLE & RESPONSIBILITIES		
<input type="checkbox"/> Financial Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Operational Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Legislative Compliance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Planning	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Human Resource Planning & Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Policies and Procedures – (Governance, HR, Workplace Violence, Risk Management, Privacy, Finance etc. Refer to ED Resource Toolkit and ARI Checklist) What they should have if they don’t already	<input type="checkbox"/>	<input type="checkbox"/>
AFHTO		
<input type="checkbox"/> Role & Programs (Advocacy, Governance & Leadership Program, Quality Improvement Decision Support Program)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Resources available to them (website, communications, etc)		
<input type="checkbox"/> Leadership Councils & Committees (EDAC, PLC, NPLC, QSC, CoPs)		
QUALITY IMPROVEMENT		

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<input type="checkbox"/> QIDSS Overview	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> QIPS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Data to Decisions (D2D)	<input type="checkbox"/>	<input type="checkbox"/>
TOOLS & RESOURCES		
<input type="checkbox"/> AFHTO ED Resource Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fundamentals of Governance Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ARI Checklist & Webinars	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Statutory Compliance Toolkit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others?	<input type="checkbox"/>	<input type="checkbox"/>
CONTACTS, PARTNERSHIPS & COMMUNITY RELATIONS		
<input type="checkbox"/> EDAC Representative (<i>see EDAC Member List</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> QIDSS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Relationships - <i>LHIN, Hospital, CCAC, Primary Care Lead, Health Quality Ontario, Health Links, IT Contact, EMR Vendor, Lawyers, Insurance contacts, Property Management, Professional Support Networks</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> List of neighbouring FHTs, NPLCs (<i>reach out to EDAC Rep</i>)	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
<input type="checkbox"/> Any other questions they should ask within their environment?	<input type="checkbox"/>	<input type="checkbox"/>

NOTES FOLLOWUP AND OTHER INFORMATION:
