

SUBJECT: Board of Directors		Standard Operating Procedure #3
Date: May 2011	PREPARED BY:	Allen Foundation Series
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PROCEDURE

Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
 - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
 - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
 - b. Put originals in the Foundation book.
4. Day before the meeting:
 - a. Call each Board member to see if he/she will be attending.
 - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
 - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
 - a. Type the minutes and have the staff review them.
 - b. Have the secretary/treasurer sign the minutes at the next meeting.
 - c. Make copies for all Board members to send out in the packet.
 - d. Put the original minutes in the Foundation notebook.

Sample Procedures Manual Template

Bette A. Warn, Elizabeth W. Woodcock

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

Sample Procedures Manual Template:

Operating Policies and Procedures Manual for Medical Practices Bette A. Warn, Elizabeth W. Woodcock, 2001

Quality Assurance and Quality Improvement Handbook for Human Research Leslie M. Howes, Sarah A.

White, Barbara E. Bierer, 2019-11-05 Helping human research protection program professionals create implement and evaluate quality assurance quality improvement programs Quality Assurance and Quality Improvement Handbook for Human Research is the first comprehensively designed instructional manual aimed at teaching human research protection program HRPP professionals how to create implement evaluate and improve QA QI programs Geared toward institutions and individuals responsible for establishing new QA QI programs or functions the book offers several organizational models for consideration It also provides practical information for improving and strengthening established programs both big and small Written in a conversational style the book s step by step instructions make it easily accessible to those who may not be well versed in QA QI concepts and fundamentals Developed by the QA QI Subcommittee of the Harvard Catalyst Regulatory Foundations Ethics and Law Program which is committed to designing and strengthening QA QI programs and functions this volume includes contributions by fifteen experts with diverse professional experiences from varied organizations is enhanced with flow charts examples sample forms and templates incorporates model slide presentations and instructional materials discusses the respective benefits and challenges of different organizational models is applicable across many organizational types with a variety of reporting structures and available resources including academic and medical institutions Perfect for both seasoned personnel and newcomers to the field Quality Assurance and Quality Improvement Handbook for Human Research is a needed resource for ensuring investigative accountability Contributors Hila Bernstein MS MPH Barbara E Bierer MD Elizabeth Bowie JD MPH MSc Susan Corl MSW MPH CIP CCRP Jacquelyn My Do MPH Lisa Gabel CIP Alyssa Gateman MPH CCRP Jennifer A Graf Nareg D Grigorian Leslie M Howes MPH CIP Jennifer Hutchinson CIP CPIA Cynthia Monahan MBA CIP Eunice Newbert MPH Sarah A White MPH CIP Elizabeth Witte MFA *Laboratory Operations and Management* Jeanne Isabel, Patricia Ellinger, Dana Griffin, 2024-10-01 Management and lab operations for career entry level students The path to leadership success in the lab begins with a firm foundation in the many facets of management Designed to meet the needs of today s students this new text introduces the principles of laboratory management and demonstrates how to apply them in the real world It builds a foundation in the administration of personnel and finance It also addresses the broad range of knowledge needed to become an effective leader in today s increasingly complex environment quality measures compliance safety regulations and professionalism information critical for all laboratory personnel including the new supervisor *Plunkett's Procedures for the Medical Administrative Assistant* Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic

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assess the safe use of agricultural chemicals e g pesticides antibiotics food additives e g preservatives sweetening agents environmental contaminants e g lead mercury arsenic cadmium PCBs dioxins processing contaminants e g acrylamide polycyclic aromatic hydrocarbons chloropropanols and natural contaminants e g aflatoxin patulin other mycotoxins by determining whether dietary exposure to these chemicals are within acceptable limits Total diet studies can also be applied to certain nutrients where the goal is to assure intakes are not only below safe upper limits but also above levels deemed necessary to maintain good health International and national organizations such as the World Health Organization the European Food Safety Agency and the US Food and Drug Administration recognize the TDS approach as one of the most cost effective means of protecting consumers from chemicals in food for providing essential information for managing food safety including food standards and for setting priorities for further investment and study Total Diet Studies introduces the TDS concept to a wider audience and presents the various steps in the planning and implementation of a TDS It illustrates how TDSs are being used to protect public health from chemicals in the food supply in many developed and developing countries The book also examines some of the applications of TDSs to specific chemicals including contaminants and nutrients

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