

Policy Title: Guidelines for Board Policy	Policy Number: 024-JBG	Pages 2
Date: September 29 th 2022	Supersedes: September 27 th 2018	
Cross Reference:	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Structure

The St. Joseph's Hamilton Joint Boards of Governors (JBG) policies apply to St. Joseph's Villa, Dundas (SJVD), St. Joseph's Home Care (SJHC) and St. Joseph's Healthcare Hamilton (SJHH). All organizations have corporate, administrative, professional practice, program and departmental policies, procedure, guideline and protocols, in addition to Board policies.

2.0 Legislation and Regulatory Requirements

It is understood that all JBG Organizations fully comply with all applicable legislative and regulatory requirements, by-laws, and applicable policies, procedures, guidelines and protocols.

3.0 Language

Wherever possible, the language used in Board policies will reflect the different sectors (namely, Long Term Care, Hospitals, and Home Care providers) served by the JBG.

All reference to Boards of "Trustees" in Board policies includes the Board of Directors of St. Joseph's Home Care.

Policies will utilize gender neutral language wherever possible, though where such language becomes cumbersome, words importing the masculine gender shall be deemed to include the feminine and neutral genders. References to "patients" , includes "residents", "clients", "customers" and other groups served by JBG member Organizations and Foundations.

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and **should always be checked against the electronic version (intranet version) prior to use.**

4.0 Process

Normally, policies will be drafted and reviewed initially by Management, following review and recommendation by the Governance committee of the Board. Final approval of policies rests with the JBG. Approved policies are posted on the JBG website for public viewing and saved on the SJHH Corporate Policy drive.

The development of new policies may result from new legislation, direction from the Chair of the Board, Presidents and/or the St. Joseph's Hamilton Joint Boards of Governors, or recommendations from JBG Committees, Executive Team.

5.0 Review

Board policies will be reviewed every 3 years or as directed by legislation or regulation.

6.0 Policy History: December 2015; September 27th 2018; September 29th 2022

7.0 Next Scheduled Review Date: September 2025

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and **should always be checked against the electronic version (intranet version) prior to use.**