

PCN Governance Training Essentials – Learning Objectives

Overall Learning Objectives

At the end of this training, participants will be able to:

1. Define the various primary care structures and the role Primary Care Networks (PCNs) play within primary health care and health transformation.
2. Explain the key governance structures and their respective roles and responsibilities.
3. Explain the key functions of PCN Boards and other important Committees (e.g., Joint Governance Committee) and the key fiduciary responsibilities for Board members (both individual and Board as a whole).
4. Demonstrate key board responsibilities in relation to strategic planning, risk management, financial stewardship, and human resource management.

Course Specific Learning Objectives

Course	Learning Objectives
Course Introduction (4 minutes)	No learning objective. Standard content for all ACTT online courses.
1-Understanding the World of Primary Care in Alberta (54 minutes)	<ol style="list-style-type: none"> 1. Explain the history of primary care transformation in Alberta. 2. Describe how current provincial committees, working groups and structures guide and influence PCNs. 3. Recall PCNs are accountable for the four PCN Objectives and Zone work. 4. Explain why Patient’s Medical Home and Health System Integration are priorities for PCN activities.
2-PCN Governance – Legal Models And Policy (44 minutes)	<ol style="list-style-type: none"> 1. Explain how PCNs are formed and the different structures of the two PCN legal models. 2. Summarize the Joint Governance relationship and mutual responsibilities. 3. Define key structures, processes, and documents within a PCN. 4. State the key PCN policy and Grant Agreement requirements of PCN and board's role to ensure compliance.
3-Board Governance (28 minutes)	<ol style="list-style-type: none"> 1. List the three-basic functions of a Board. 2. Explain the key Board fiduciary responsibilities. 3. Identify the guiding principles of governance 4. Identify the key responsibilities of the Board
4-Board Meeting Types and Board Member Roles (20 minutes)	<ol style="list-style-type: none"> 1. Distinguish the types of meetings required of Boards. 2. Explain typical PCN Board roles and their key responsibilities. 3. Distinguish roles of Board members versus those of the Executive Director. 4. Develop positive joint governance and stakeholder relationships.
5-Making Good Decisions (11 minutes)	<ol style="list-style-type: none"> 1. Identify the three general types of decisions made in the running of organizations like PCNs. 2. List the key elements of making an informed decision consistent with their fiduciary obligations as a board member.

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	3. Describe the role of the Chair in decision making.
6-Conflict & Ethics (30 minutes)	<ol style="list-style-type: none"> 1. Identify the types of conflict typical in boards. 2. Formulate a plan to manage board conflict. 3. State the purpose and content of a Code of Conduct and a Code of Ethics. 4. Detect the different types of conflict of interest situations that may arise in their PCN.
7-Effective Communication (7 minutes)	<ol style="list-style-type: none"> 1. List the elements of communicating effectively with their board 2. Apply Insights Discovery Model TM to optimize communication.
8-Policy Management (6 minutes)	1. Identify the four key areas of policy management.
9-Risk Management (19 minutes)	<ol style="list-style-type: none"> 1. Identify potential risks for a PCN Board. 2. Formulate a plan to mitigate potential risks that may be faced by a PCN Board. 3. Create a risk register or business continuity plan.
10-Financial Stewardship (27 minutes)	<ol style="list-style-type: none"> 1. Describe PCN grants, funding, and required AH reports. 2. Interpret financial statements and explain the board's role in review of these statements. 3. Define the key Board/Joint Governance Committee and Executive Director roles in ensuring financial success. 4. State internal financial controls policies.
11-Your Roles as an Employer in the PCN World (10 minutes)	<ol style="list-style-type: none"> 1. Discuss human resources policy and legal requirements. 2. Describe the Board's role as an employer. 3. Explain the Board's role in performance management.