

BOARD OF COMMISSIONERS
SOUTH BROWARD HOSPITAL DISTRICT
BOARD POLICY MANUAL

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PURPOSE

The South Broward Hospital District was created by legislative act in 1947. It is governed by a Board of Commissioners whose seven members are appointed by the Governor.

Memorial Regional Hospital, the Hospital District's first health care facility, opened in 1953. At the site of the original hospital, Memorial Regional Hospital now offers a wide range of acute care and specialized in-patient and out-patient services.

The Hospital District has since added, and presently owns and operates Memorial Hospital West, located in Pembroke Pines, Memorial Hospital Miramar, located in Miramar, Joe DiMaggio Children's Hospital and Memorial Regional Hospital South, located in Hollywood, and Memorial Manor, the first public nursing home in Broward County. The Hospital District additionally operates, pursuant to a Lease Agreement, Memorial Hospital Pembroke, also located in Pembroke Pines, Florida. The Hospital District also employs a number of physicians. The Hospital District additionally operates a number of outpatient facilities, a home health agency and prenatal, pediatric, and adult primary care clinics.

The Charter and Bylaws of the South Broward Hospital District contain certain specific requirements for the operation of the Hospital District. The Board of Commissioners, as a policy making body, developed and amended additional policies as the need arose.

Over the history of the Hospital District, the additional policy decisions made by the Board were recorded in the Board minutes. As the affairs of the Hospital District became more complex, it was impractical to rely on Commission minutes as a source of information regarding Board policy for the operation of the Hospital District.

This Policy Manual assembles a written record of policy decisions and other actions made by the South Broward Hospital District Board of Commissioners.

As policies and other actions are reviewed and developed by the Board of Commissioners, they will be placed in this manual for ready references by Commissioners, Administrators, Medical Staff and public. It should be used in conjunction with the Hospital District's Charter and Bylaws.

DATE REVISED: December 15, 1993
 July 16, 1996
 July 23, 1997
 June 29, 2005
 June 27, 2007
 July 31, 2013

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: December 18, 1981

TITLE: Mission Statement and Vision Statement

POLICY: The Mission Statement of the South Broward Hospital District shall be:
“Heal the body, mind and spirit of those we touch.

The Vision Statement of the South Broward Hospital District shall be:

To be a premier clinically integrated delivery system providing access to exceptional patient-and family-centered care, medical education, research and innovation for the benefit of the community we serve.

RATIONALE: To summarize the goals and objectives of the South Broward Hospital District for planning, marketing, and operational uses, and to serve the best interests of the South Broward Hospital District for present and future needs.

DATE REVISED: May 13, 1987
July 22, 1992
December 15, 1993
June 27, 2001
January 23, 2008
December 7, 2011
July 22, 2015

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 22, 1992

TITLE: Authority to Execute Document

POLICY: The President and Chief Executive Officer of the South Broward Hospital District is duly authorized to cause any document to be executed in the corporate name of the South Broward Hospital District, a special taxing district under the laws of the State of Florida, when such a document is required in order to effect action undertaken by the President and Chief Executive Officer of the South Broward Hospital District, in accordance with authority delegated to him by the Board of Commissioners of the South Broward Hospital District. The President and Chief Executive Officer of the South Broward Hospital District shall additionally have the authority to delegate, in writing, the signature authority granted above.

RATIONALE: To establish the authority of the President and Chief Executive Officer to execute documents on behalf of South Broward Hospital District.

DATE REVISED: June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 22, 1992

TITLE: Certification of Copies of Official Documents

POLICY: The President and Chief Executive Officer of the South Broward Hospital District is duly authorized to cause any copy of any official document of South Broward Hospital District to be certified as a true and correct copy. The President and Chief Executive Officer of the South Broward Hospital District shall additionally have the authority to delegate, in writing, the authority granted above.

RATIONALE: To establish the authority of the President and Chief Executive Officer to certify copies of official documents of South Broward Hospital District as true and correct.

DATE REVISED: June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: January 7, 1970

TITLE: Public Notice of Competitive Awards

POLICY: When required by law, and when otherwise deemed appropriate by the Hospital District, the Hospital District will publish notices in at least one (1) local newspaper in connection with issuing requests for proposals, requests for qualifications or bids.

When South Broward Hospital District determines that it wishes to issue requests for proposals, requests for qualifications or bids for an item, service or product from an outside contractor and/or agency, specifications for the item, service or product shall be established. When required by law, and when otherwise deemed appropriate by the Hospital District, once specifications are determined, a notice is placed in at least one (1) local newspaper. The legal notice shall include identification of the item, project or service, where specifications may be obtained and the deadline for submitting responses.

The initial public notice may announce the purpose, location, time and date of any meetings relating to the selection process, in circumstances where the law requires prior public notice for the meeting.

RATIONALE: The Board of Commissioners has determined that this is the most appropriate way of notifying interested parties.

DATE REVISED: May 12, 1982
July 22, 1992
December 15, 1993
June 24, 2009
June 27, 2012
June 25, 2014

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: January 23, 1980

TITLE: Public Attendance, Participation, and Agenda Items

POLICY: In accordance with Section 286.0114, Florida Statute, the Board of Commissioners adapts the following Policies:

Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board. The opportunity to be heard need not occur at the same meeting at which the board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision making process and is within reasonable proximity in time before the meeting at which the Board or Commission takes the official action. The Board will maintain orderly conduct and proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the Board.

1. The requirements in this Board Policy do not apply to:
 - (a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
 - (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - (c) A meeting that is exempt from Florida Statute 286.011 (which includes public attendance and notice requirements);
 - (d) A meeting during which the Board or Commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

2. The following rules and policies of the Board govern the opportunity to be heard:

- (a) The amount of time an individual has to address the Board or Commission is limited to three (3) minutes. This time limit may be increased in any particular instance at the discretion of the Chair or the Board.
 - (b) The Board may allow only representatives of groups or factions on a proposition to address the Board, rather than all members of such groups or factions, at meeting in which a large number of individuals wish to be heard.
 - (c) The President and Chief Executive Officer will prescribe procedures or forms for an individual to use in order to inform the Board of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses.
 - (d) The Board designates a specified period of time for public comment which will not exceed one (1) hour during any Board Meeting. This time limit may be increased in any particular instance at the discretion of the Chair or the Board.
3. The Board of Commissioners of the South Broward Hospital District invites any interested citizen to request in writing to the Chairman that an item be added to a Board agenda.
- (a) Such requests shall be received no later than ten (10) days prior to the date of the meeting and may be placed on the Board agenda at the discretion of the President and Chief Executive Officer.

RATIONALE: The Board of Commissioners encourages public attendance and participation.

DATE REVISED: May 12, 1982
 July 22, 1992
 July 28, 1999
 June 23, 2010
 July 31, 2013
 June 25, 2014

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: September 17, 1980

TITLE: Recording of Board Votes in Minutes

POLICY: All motions made by members of the Board will be recorded in the Board Minutes with the name of the maker and the second.

Roll call votes will be recorded as such. Voice votes will be recorded as unanimous, or if not, the names of the dissenters will be recorded.

RATIONALE: This is a generally accepted practice of conducting business under the Democratic Rules of Order and adds to clarity of the minutes.

DATE REVISED: May 12, 1982
July 22, 1992
November 5, 2019

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: February 24, 1988

TITLE: Board Self Evaluation

POLICY: On a bi-annual basis, the Board of Commissioners of the South Broward Hospital District shall evaluate its effectiveness in the performance of its duties.

RATIONALE: To improve the quality of patient care, and the performance of all Hospital District functions through a regular process of critical self appraisal.

DATE REVISED: July 22, 1992
December 15, 1993
June 27, 2012

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 8, 1980

TITLE: Conduct of Board Business

POLICY: The Board of Commissioners of the South Broward Hospital District will conduct all meetings in accordance with the Democratic Rules of Order, as may be modified from time to time, at the discretion of the Board of Commissioners of the South Broward Hospital District, unless otherwise in conflict with Florida law.

RATIONALE: The Democratic Rules of Order is the generally accepted practice for conduct of business by public bodies.

DATE REVISED: May 12, 1982
July 22, 1992
November 5, 2019

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 14, 1980

TITLE: Appointment of Board Member for Construction Services Public Bid Openings

POLICY: When indicated, the Chairman shall appoint a Board Member or Hospital District officer to represent the Board of Commissioners at any scheduled Public Bid Opening meetings related to construction services.

The Board Member or designated Hospital District officer may attend the meeting by phone or other communications technology that permits auditory access to all persons present at the meeting.

RATIONALE: The Board of Commissioners desires to be represented at Public Bid Openings related to construction services. This policy will allow solicited bids to be opened, analyzed, and a recommendation prepared in time for presentation to the Board at a regular meeting.

DATE REVISED: May 12, 1982
July 24, 1991
July 22, 1992
June 27, 2012
July 31, 2013

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 12, 1982

TITLE: Orientation of New Commissioners

POLICY: It is the responsibility of the President and Chief Executive Officer, or his designee, with the assistance of the Chair, or his designee, to develop a program of orientation for new appointees to the Board of Commissioners.

RATIONALE: Orientation of new Board Members will provide an introduction to the Hospital District's goals, policies and procedures and is an integral part in acclimating the Board Member to his or her new position.

DATE REVISED: July 22, 1992
June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 12, 1982

TITLE: Continuing Education for Commissioners

POLICY: Commissioners are encouraged to attend and participate in meetings and seminars for hospital trustees. Expenses will be reviewed and approved by the Internal Audit/Compliance Committee. Commissioners attending such meetings shall give a summary report concerning the meeting to the Board.

RATIONALE: The Health Care field is dynamic by its very nature. As such, it is important that Hospital District Commissioners participate (whenever possible) in continuing education programs, seminars, workshops and meetings.

DATE REVISED: June 8, 1983
July 22, 1992
June 27, 2001

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 24, 1991

TITLE: Smoke Free Facilities

POLICY: The Board of Commissioners of the South Broward Hospital District prohibits smoking of any kind as well as the sale, distribution, use or consumption of tobacco and smoking products by any person in or on its facilities, properties, premises, and vehicles. This policy does not prohibit the sale, distribution or use of any non-smoking products intended to help people quit smoking or break tobacco habits, such as dermal patches.

RATIONALE: It is the intent of the Memorial Healthcare System to provide a smoke free environment.

DATE REVISED: July 22, 1992
July 16, 1996
June 22, 2011
June 27, 2012
July 31, 2013
June 25, 2014

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: January 23, 1985

TITLE: Attendance of Board Members at Board Meetings

POLICY: Board Members should make every reasonable effort to attend Board meetings on a regular basis.

RATIONALE: The needs of the Hospital District are best served when all Board Members are present at Board meetings.

DATE REVISED: July 22, 1992

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 11, 1986

TITLE: Authority for Certificate of Need Applications

POLICY: The President and Chief Executive Officer or his designee has the authority to intervene and challenge any Certificate of Need applications that are deemed contrary to the South Broward Hospital District's interests.

RATIONALE: This policy allows the President and Chief Executive Officer the ability to manage Certificate of Need projects in a timely manner.

DATE REVISED: July 22, 1992
June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: November 1988

TITLE: Business Ethics and Conflicts of Interest

POLICY: All members of the Hospital District's Board of Commissioners, and all employees of South Broward Hospital District shall comply with the requirements and standards of Section 112, Part III, Fla. Stat., which specifies a Code of Ethics for Public Officers and Employees.

The law prohibits any South Broward Hospital District Commissioner, officer, or employee from soliciting or accepting anything of value based upon any understanding that it would influence his or her official action. The same prohibition applies to spouses and minor children of South Broward Hospital District Commissioners, officers, and employees.

The law additionally prohibits South Broward Hospital District officers and employees from holding certain contractual and employment relationships with parties that do business with the Hospital District.

The statutory requirements imposed under the Code of Ethics are summarized under the Hospital District's Corporate Compliance Program Policies and Procedures.

Additionally, each commissioner, officer, management and physician employee of the Hospital District must report any ownership or financial interest, direct or indirect, in any outside concerns when the interest represents or gives rise to, or might have the appearance of representing or potentially giving rise to, a conflict of interest involving the Hospital District. The reporting obligation also applies to the interests of spouses and minor children of those individuals. The report must include the full facts concerning such relations. The report must be made as soon as reasonably practicable, upon learning of such relations, or upon request.

The disclosure requirement concerning ownership interests does not apply to a public company in which the Commissioner, officer or employee owns less than a five (5) percent interest.

Members of the Board of Commissioners and all Hospital District employees and their spouses and children shall not solicit or accept gifts

from any person or business organization which provides goods or services to the Hospital District.

Provided that any item of value is not based upon any understanding that it would influence any official action on the part of a Commissioner, officer, or employee of South Broward Hospital District this Policy does not prohibit the following:

1. Meals for individuals on an occasional basis, if the meal has a value of less than \$100.00.

2. Department meals, which must be modest and unsolicited, once a year for specific Departments, on their professional recognition occasions (such as Nurse's Week). It does not prohibit informational presentations, support for continuing education, or support for educational or professional meetings permitted under guidelines adopted by the Pharmaceutical Research and Manufacturers of America (PhRMA).

3. Gifts from relatives. "Relative" means an individual who is related to the subject individual as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engage to be married to the subject individual or who otherwise holds himself or herself out as or is generally known as the person whom the subject individual intends to marry or with whom the subject individual intends to form a household, or any other natural person having the same legal residence as the subject individual.

Reported potential conflicts shall be subject to evaluation by the Board Audit and Compliance Committee.

RATIONALE:

To protect against conflicts of interest, and to establish standards for the conduct of officers and employees of the Hospital District by identifying situations where conflicts may exist, with the goal of ensuring that public office and employment not be used for private gain, pursuant to Florida law.

In order to continue the Hospital District's high esteem and reputation in the community, the Board of Commissioners adopts this policy setting forth the standards of conduct expected by the Hospital District, and requiring all Commissioners, officers, management, and physician employees to adhere rigorously to the highest ethical, moral and legal standards, and to disclose all interests that could result in a possible conflict of interest.

DATE REVISED:

July 22, 1992
July 16, 1996
July 28, 2004
December 3, 2008
July 25, 2012
November 5, 2019

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 1990

TITLE: Rehabilitation Services Policy on Input from Those Served

POLICY: There shall be a systematic process to obtain input, on an ongoing basis, regarding rehabilitation services from those served.

This input shall be used to enhance the level of services provided to inpatients and outpatients receiving rehabilitation services and to improve the effectiveness of the program in meeting the specific need of the population served.

RATIONALE: The Hospital District strives to assure that the rehabilitation services offered to the community meet the special needs of those served.

The Hospital District recognizes the significance of assuring that programs are offered and developed with the unique and wide ranging needs of the public in mind.

In order to establish and offer rehabilitative programs to those served in our community, the Board of Commissioners of the South Broward Hospital District adopts this policy, setting forth the expectation that the services provided by the rehabilitation programs of its facilities will be developed and enhanced through the utilization of input by those who are served.

DATE REVISED: July 22, 1992
June 27, 2007

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 1998

TITLE: Purchasing and Procurement Statement of Policy

POLICY: South Broward Hospital District continues to deliver high quality health care services to individuals, irrespective of race, color, sexual orientation, gender or national origin. South Broward Hospital District remains committed to the goals and objectives of Title VI, 42 U.S.C. § 2000(d). South Broward Hospital District welcomes potential suppliers of goods and services. South Broward Hospital District recognizes the many difficulties commonly experienced by small business enterprises¹ in competing with their larger counterparts. South Broward Hospital District seeks to strengthen the economic base of the entire local community by encouraging the growth of small business enterprises located within the geographic boundaries of South Broward Hospital District. South Broward Hospital District's mission is to promote an increasing level of participation by small business enterprises in its procurement process. It is the policy of South Broward Hospital District, consistent with federal, state and local laws, to take action to optimize contracting opportunities for small business enterprises in the areas of purchasing, construction and other professional services, and to ensure that such enterprises are afforded meaningful opportunities to compete for District contracts.

PROCEDURE: I. Overview

This Purchasing and Procurement Policy is a blend of equal opportunity business initiatives, administered by South Broward Hospital District, which are race, ethnic and gender, and sexual orientation neutral in nature and designed to increase opportunities for all eligible small business enterprises in District purchasing and procurement activities. Furthermore, this Purchasing and Procurement Policy was strategically designed to ensure equal opportunities for all qualified businesses through internal procedures which are aimed toward increasing District procurement from small business enterprises, enhancing community loyalty and the growing small business market in Broward County, the relevant market area.

II. Policy

It is the policy of the District not to discriminate and to provide equal opportunities to all qualified persons regardless of race, color, gender, sexual orientation or national origin. In implementing this policy, the District is committed to ensuring full and equitable participation by small business enterprises in the provision of goods and services to the District. In an effort to achieve this objective, the District will continue to make every effort to ensure that all businesses, particularly small business enterprises, are afforded the opportunity to participate in the District's purchasing process.

III. Scope

Except as otherwise provided herein, and when not in conflict with the District's obligations and requirements as a member of the Group Purchasing Organization, this Purchasing and Procurement Policy applies to the District's solicitation of commodities, goods and services, professional services and construction by the District.

The District will monitor and evaluate the results of this Purchasing and Procurement Policy periodically to determine whether the District should continue, modify, expand or end this Policy.

IV. Administration

The primary responsibility and accountability for implementing the Purchasing and Procurement Policy rests with the President and Chief Executive Officer of the District. The President and Chief Executive Officer will designate a responsible management level individual who will give direction to subordinates, as necessary, to carry out all actions required to meet the commitments of this Purchasing and Procurement Policy.

The President and Chief Executive Officer through his or her management level designee may promulgate policies and procedures consistent with this Procurement Policy and any federal or state law, regulation or grant requirement.

V. District Implementation

The District will continue to take necessary and reasonable steps permissible by law to ensure that small business enterprises located within the service area of South Broward Hospital District (the relevant market area) have a reasonable opportunity to participate in the District's procurement process. In furtherance thereof, the District will continue to:

- a. Monitor all of the procurement and contracting opportunities within the District;
- b. Compile and annually update a contract solicitation list and/or vendor list of known small business enterprises²;
- c. Maintain records consistent with prevailing law;
- d. Review purchases and contracts to identify appropriate small business enterprise contracting opportunities that would not cause a substantial adverse impact to the District;
- e. Set procurement delivery schedules that do not unreasonably discourage participation by small business enterprises;
- f. Provide any interested party with available information about District contract requirements;
- g. Schedule construction pre-bid or pre-proposal meetings, where appropriate, to inform potential contractors of policy initiatives and other bid/proposal requirements; and encourage small business enterprises to attend pre-bid or pre-proposal meetings;
- h. Provide instructions with respect to contract requirements;
- i. Provide information on subcontracting practices and bonding requirements;
- j. Insure that bid/proposals, specifications and plans are written or drawn so as not to prejudice or unreasonably limit participation by any applicant;
- k. When appropriate and economically feasible, limit the use of multi-year contracts and renewal provisions in contracts so as not to inhibit participation by small business enterprises;
- l. Utilize neutral alternatives to encourage participation by any small business enterprise in District contracting;
- m. Provide notice of District contracting opportunities in local or regional newspapers and, if appropriate and economically feasible, other targeted local media outlets;
- n. Provide reasonable response time in notices as not to inhibit participation by small business enterprises in the submission of bids/proposals;
- o. Sponsor training seminars for the purpose of informing potential bidders, proposers and vendors of the business opportunities available within the District;
- p. Promote this Purchasing and Procurement Policy, both internally and externally, through the use of appropriate and reasonable outreach programs.

VI. Contract Documents

The following provision will be included in the body of any District purchasing and/or procurement contract documents entered into after the date this Policy is formally adopted:

A provision that during performance of the contract, the contractor shall not discriminate on the basis of race, color, gender, national origin, sexual orientation or any other category specifically protected by all applicable laws, in the solicitation for or purchase of goods and/or services, or the subcontracting of work in the performance of the contract.

RATIONALE: South Broward Hospital District is fully committed to encouraging the development of small business enterprises in Broward County, the relevant market area. South Broward Hospital District's goal is to strengthen and expand its supplier base while continuing to provide equal opportunities for all vendors.

South Broward Hospital District remains committed to its equal opportunity business initiatives which are designed to include small business enterprises in all facets of its operations, including, without limitation, the procurement of goods and services.

DATE REVISED: November 20, 2000
June 27, 2007
June 23, 2010

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1. The term "small business enterprise," as used in this Procurement Policy, is hereby defined as follows:
 1. an independently owned and operated entity certified, or certifiable, as a small business by the Federal Small Business Administration (SBA);
 2. a business certified by any political subdivision or governmental entity in Broward County, including the Broward County Office of Small/Minority Business Affairs; or
 3. any business, irrespective of the race, color, national origin, or gender or sexual orientation of the owner, that has average/gross sales (a) in commodities of less than \$2,000,000 for the last three years; (b) in professional services of less than \$3,000,000 for the last three years; or (c) in construction of less than \$7,000,000 for the last three years.
 2. The District's Small Business Enterprise contractor and/or vendor list shall be reviewed no less than annually and updated as deemed appropriate. Contractors and vendors wishing to be placed or remain on the District's contractor and/or vendor list are required to apply to the District on an annual basis. The District will also take appropriate action to certify vendor eligibility and ensure the integrity of this policy.

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: December 16, 1992

TITLE: Disclosure Requirements for Attorneys and Consultants

POLICY: To the full extent allowed by law and by professional ethical standards, all attorneys and consultants performing services on behalf of the South Broward Hospital District, including, without limitation, individuals retained to perform services involving government relations, and planning and marketing, shall be required to disclose to the Hospital District whether or not they have actual or potential conflicts of interest, and the names of all of their clients who render health care services. Such disclosure shall be made upon request by the Hospital District. The disclosure requirement shall only apply to the specific attorneys or the specific consultants engaged in performing services for the Hospital District, not to entire law firms or companies. Further, when such individuals acquire new health care clients, the names of these new clients shall be disclosed within seven (7) working days to the Hospital District. The disclosure of client names specified above does not apply when such disclosure is prohibited by professional ethics or legal restrictions.

No attorney and/or consultant shall be paid unless they comply with the disclosure requirements of this policy.

RATIONALE: To ensure that no conflicts of interest exist on the part of individuals providing services to the Hospital District.

DATE REVISED: July 28, 1999
June 27, 2001

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 1993

TITLE: South Broward Hospital District Accessibility Policy

POLICY: South Broward Hospital District actively supports, in compliance with 42 U.S.C. 12101-12117 (generally known as "The Americans with Disabilities Act"), the removal or minimizing of architectural, employment, and other barriers to people with disabilities, through its ongoing program of facilities modernization, through providing reasonable accommodation to facilitate access to South Broward Hospital District's services, and through the adoption and maintenance of appropriate personnel and employment practices, policies and procedures.

RATIONALE: The South Broward Hospital District Board of Commissioners adopts this policy to make the facilities and services of the South Broward Hospital District accessible to disabled people, in accordance with legal requirements.

DATE REVISED: June 27, 2001

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 13, 1997

TITLE: Corporate Compliance Program

POLICY: The Board of Commissioners of the South Broward Hospital District has authorized and requires the President and Chief Executive Officer to implement a Corporate Compliance Program, which establishes compliance standards and procedures to be followed by South Broward Hospital District employees and agents; which standards and procedures are reasonably capable of reducing the prospect of criminal conduct.

RATIONALE: The Board of Commissioners has the responsibility of ensuring compliance with all legal requirements.

DATE REVISED: June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 13, 1997

TITLE: Anti-Harassment

POLICY: It is the policy of South Broward Hospital District to provide a work environment that is free of unlawful harassment. In keeping with this commitment, we maintain a strict policy prohibiting sexual and any other harassment based on race, color, gender, religion, national origin, disability, marital status, sexual orientation, veteran status, age, pregnancy, genetic information and any other categories protected by applicable federal, state or local law, ordinance or rule. It shall be a violation of South Broward Hospital District policy for any officer, manager, supervisor, employee, agent, vendor, or medical staff member to engage in any act or behavior in violation of this policy.

The South Broward Hospital District Board of Commissioners delegates to executive management the function of developing and enforcing a Human Resources Anti-Harassment Policy that specifically articulates the process for reporting and investigating a violation of this policy. Any substantive changes made to the Human Resources Anti-Harassment Policy shall be reported to the South Broward Hospital District Board of Commissioners through the Personnel Committee.

RATIONALE: South Broward Hospital District strongly supports a policy that promotes and allows an environment free from sexual and any other form of harassment.

DATE REVISED: June 27, 2012
November 5, 2019

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 7, 1999

TITLE: Patient Grievances

POLICY: The Board of Commissioners of South Broward Hospital District hereby establishes a process to promote the prompt resolution of Patient Grievances. The Board of Commissioners hereby delegates the review and resolution of Patient Grievances as provided below.

For purposes of this Policy, a "Patient Grievance" is:

(i) a complaint regarding a patient's care, abuse or neglect, or regarding issues related to a Hospital's compliance with the CMS Hospital Conditions of Participation made by a patient or a patient's representative if the complaint is made in writing, or if the complaint is made verbally and has not been promptly resolved to the satisfaction of the patient or the person making the complaint. A complaint that is promptly resolved to the satisfaction of the patient or care partner does not require a written response.

Complaints that contain a demand for compensation or a threat of litigation shall be referred to the Risk Management Department and handled in accord with the Risk Management Program.

All matters related to the review and resolution of Patient Grievances shall be under the supervision and control of the Patient Grievance Committee of each Hospital District Hospital. The Administrator of each Hospital shall appoint that Committee for that Hospital. The President and Chief Executive Officer shall establish a Standard Practice related to Patient Grievances, which may include such additional policies and procedures as are appropriate to facilitate review and resolution of Patient Grievances, compliance with applicable law, and the review, analysis, and oversight of the Patient Grievance Process. All policies and procedures of the Standard Practice, and all actions of Patient Grievance Committees shall be consistent with this Board Policy Statement.

Each Patient Grievance Committee shall have an adequate number of qualified members (which must be greater than one) to review and resolve each Patient Grievance.

Every patient shall be informed of the grievance process and whom to contact in the event of a grievance.

The Hospital will review, investigate, and resolve each Patient Grievance within a reasonable time frame. The Hospital must attempt to resolve the Patient Grievance as soon as possible.

Patients have the right to file a grievance, either written or oral, concerning any aspect of their care. The grievance may be directed to the attending healthcare professional, manager, or department leader. Every effort will be made to correct the issue immediately.

A grievance is considered resolved when the patient (or the patient's representative) is satisfied with the actions of the Hospital taken on behalf of the patient.

If the grievance cannot be resolved at this level, it will be referred to the Administrator of the individual Hospital for further investigation, if necessary, and resolution.

If the grievance cannot be resolved at this level, it shall then be referred to the Hospital's Grievance Committee for resolution.

If the grievance cannot be resolved at this level, it shall then be referred to the Memorial Healthcare System Grievance Committee, which shall consist of the President and Chief Executive Officer and the Chief Medical Officer, and additional ad hoc members that the President and Chief Executive Officer deems appropriate.

Relevant concerns and statistics regarding grievances and/or complaints related to quality of care or premature discharge or privacy shall also be reported to the appropriate utilization and quality control and/or peer review committees and/or privacy or security committees. Data and statistics collected regarding Patient Grievances, and other patient complaints as specified under the Hospital District's Risk Management Program, will be incorporated into each Hospital's Performance Improvement and Risk Management and Privacy Programs.

All written Patient Grievances and all verbal Patient Grievances that are not promptly resolved to the satisfaction of the patient shall be responded to in writing within thirty days. If the Patient Grievance requires an investigation or other action that will take longer than seven days, the Hospital shall advise the patient or the patient's representative in writing, of the number of days, which will not be greater than an additional twenty-three days, to expect resolution of the matter. The Hospital shall have as

its goal that Patient Grievances shall be resolved on average within a time frame not greater than 7 days. The response shall include the name of the Hospital contact person; the steps taken on behalf of the patient to investigate the grievance; the results of the grievance process; and the date of completion.

There may be situations where the Hospital has taken appropriate and reasonable action on the patient's behalf in order to resolve the Patient Grievance, and the patient or the patient's representative remains unsatisfied with the Hospital's actions. In these situations, the Hospital may consider the Patient Grievance closed after it has responded in writing after following the procedures adopted pursuant to this Board Policy. The Hospital must maintain documentation of its efforts.

The Patient Grievance Committee of each Hospital shall meet regularly to resolve grievances referred to it, and to review, analyze, and provide oversight over the manner in which grievances are being processed by the Hospital.

Patients have the right to express grievances regarding any violation of their rights or any concerns regarding quality of care or premature discharge as stated above. In the alternative, the patient or the patient's representative may submit his or her complaint or grievance to the appropriate licensing agency or Quality Improvement Organization for Medicare Patients. Patients will be given specific information as to how to direct such complaints personally, and/or through the Hospital.

RATIONALE: To establish a process for prompt resolution of patient grievances.

DATE REVISED: June 25, 2003
July 26, 2006
June 23, 2010
June 25, 2014

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 28, 2004

TITLE: Lobbying Policy

POLICY: The Board of Commissioners of the South Broward Hospital District hereby establishes a policy requiring all Lobbyists who will be engaging in lobbying activities with the Hospital District to register with the Office of the General Counsel of the Hospital District and to comply with the requirements of this policy statement.

For purposes of this policy, a "Lobbyist" means a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. This definition shall not include persons who are employees of entities either contracting or seeking to contract with the Hospital District.

For purposes of this policy, "lobbies" means seeking, on behalf of another person, to influence the Hospital District, its Commissioners, employees or agents with respect to a decision of the Hospital District in the area of policy or procurement, or an attempt to obtain the goodwill of a Hospital District official, Commissioner, employee or agent.

1. No persons may lobby the Hospital District, or any of its Commissioners, employees or agents, until such person has registered as a Lobbyist with the Office of the General Counsel of the Hospital District. The registrant shall disclose under oath the names and business addresses of each person it represents as a Lobbyist, and the nature of the agreement or business activity as to which the Lobbyist is lobbying the Hospital District. The registrant shall also disclose the existence of any and all business and/or financial relationships that he or she and the entity they represent maintain with any Commissioner, employee or agent of the Hospital District.
2. Each Lobbyist shall annually submit to the Hospital District a sworn statement setting forth all lobbying expenditures related to the Hospital District to any one person in excess of \$100.00 made by the Lobbyist. This statement shall be filed with the Office of the General Counsel of the Hospital District, and shall be on a form approved and provided by the Office of the General Counsel and shall be open to public inspection.

3. Once a response has been made to a Request for Proposal or a Request for Information, all Lobbyists shall refrain from contacting the Hospital District, its Commissioners, and its employees and agents with reference to the status of the award.
4. In the event a person or entity violates the terms of this policy, they or it shall be subject, at the sole discretion of the Board of Commissioners and the President and Chief Executive Officer, to the following penalties:
 - a. If the violation occurs during the submission of a proposed contract or the submission of a Request for Proposal or Request for Information, the contract and/or response may be stricken from consideration and the Lobbyist may be precluded from lobbying the Hospital District, its Commissioners, and its employees and agents for a period of time no less than six months.
 - b. If the violation occurs otherwise, then the Board of Commissioners and the President and Chief Executive Officer shall have the right to preclude the Lobbyist from lobbying on behalf of any person or entity with the Hospital District for a period in excess of six months.
5. No persons who provide lobbying services to the Hospital District may provide lobbying services to any third party who wishes to lobby the Hospital District for any purpose.

RATIONALE: To insure that the Commission is aware of the identity of all Lobbyists and their relationships to the Board of Commissioners, and its employees and agents of the Hospital District.

DATE REVISED: June 25, 2008
June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 25, 2014

TITLE: Individualized Hospital Policies

POLICY: In the past, the Board has adopted various hospital policies and procedures intended to govern operations, behaviors and processes at each of the hospitals within the system. The Board may continue to do so. In all instances, when the Board states that a policy and/or procedure applies to or otherwise references all hospitals (i.e., all MHS Hospitals, all Hospital District Hospitals, or all System Hospitals or similar phrasing) it means that the policy or procedure specifically applies to: Memorial Hospital West, Memorial Hospital Pembroke, Memorial Hospital Miramar, and Memorial Regional Hospital, individually and collectively—except to the extent that such policy and/or procedure specifically states otherwise. Additionally, when a Board policy and/or procedure applies to or otherwise references Memorial Regional Hospital, Memorial Regional Hospital South, and/or Joe DiMaggio Children’s Hospital, (facilities which are collectively licensed as Memorial Regional Hospital), the Board intends for the policy and/or procedure to apply to all Memorial Regional Hospital facilities—except to the extent that such policy and/or procedure specifically states otherwise.

RATIONALE: In accord with Medicare Conditions of Participation, this Policy Statement makes clear that when the Board indicates that a policy and/or procedure applies to all hospitals, it intends for the policy and/or procedure to apply to each of the system’s licensed hospitals as if it had specifically named them.

DATE REVISED:

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: September 8, 1983

TITLE: Hospital District Financial Assistance Policy

POLICY: The Board of Commissioners shall establish criteria governing eligibility for the Hospital District's Financial Assistance Program. The Board shall review and adopt the program and eligibility criteria annually.

The detailed policies and criteria governing financial assistance, billing and collection practices are on file in the Administrative offices, and in the Accounts Receivable Department for public inspection.

RATIONALE: As representatives of the citizens of the Hospital District, the Board has a responsibility to insure that determination of financial assistance for any uncompensated services will be accomplished in a consistent and equitable manner.

DATE REVISED: July 22, 1992
July 23, 1997
July 28, 1999
July 22, 2015

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 1, 1980

TITLE: President and Chief Executive Officer's Authority to Approve Expenditures

POLICY: The Board of Commissioners of the South Broward Hospital District authorizes the President and Chief Executive Officer to approve budgeted operational and/or capital expenditures without any additional Board approval, in addition to any expenditures up to \$300,000.

Unbudgeted operational and capital expenditures over \$300,000 will require prior Board approval. Notwithstanding the foregoing, upon the declaration and pendency of an emergency under applicable State or Federal laws, this policy shall be temporarily suspended for expenditures in amounts up to \$10,000,000 per transaction; provided, however, the President and Chief Executive Officer shall notify the Chairman and Treasurer of the Board of Commissioners each time it incurs such emergency expenditures and shall thereafter, report it to the Board at the next regularly scheduled finance committee and regular Board meetings.

RATIONALE: To ensure timely acquisition of equipment, services, and other goods, the Board of Commissioners delegates this responsibility to the President and Chief Executive Officer.

DATE REVISED: May 28, 1986
July 22, 1992
July 16, 1996
August 25, 1999
June 27, 2007
Jun 23, 2010
June 18, 2020
July 28, 2021

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 28, 1986

TITLE: Engagement of Auditing Firms

POLICY: The Hospital District will evaluate its auditing firm not less than every seven (7) years. The evaluation process will include the formal solicitation of proposals. The Hospital District will change the engagement partner at least every five years. This policy does not prevent a more frequent evaluation, or a sooner change of auditing firms and/or engagement partner, when performance is deemed unsatisfactory for any reason, nor does this policy prevent continued retention of an audit firm and/or engagement partner following formal solicitation of proposals.

The auditing firm shall not perform services for the Hospital District which are not part of or related to the audit engagement except non-audit engagements that cost \$25,000 or less per engagement and do not result in more than an aggregate cost of more than \$50,000 per fiscal year. In the event that non-audit services are required by the Hospital District which exceed this amount, the non-audit engagement must be approved, in advance, by the Chairman of the Audit and Compliance Committee.

All non-audit engagements by the Hospital District of the auditing firm shall be reported to the Director of Internal Audit and Compliance, who shall report the types of engagements and costs on a quarterly basis to the Audit and Compliance Committee.

Any individual who was retained by the auditing firm within the previous twelve (12) month period shall not be employed by the Hospital District unless employment is first approved by the Chairman of the Audit and Compliance Committee.

RATIONALE: To insure that the performance of the Hospital District's auditing firm is critically examined.

DATE REVISED: July 22, 1992
July 28, 1999
June 25, 2003
June 24, 2009

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 11, 2000

TITLE: Sponsorship Guidelines

POLICY: The following Guidelines shall be used to evaluate requests for Hospital District Sponsorship, including, without limitation, requests for sponsorship payments, or contributions of services or goods and supplies:

I. Participation Criteria

Programs, Organizations, Activities, and Events must qualify under the following guidelines in order to be considered for Hospital District Sponsorship:

1. The Sponsorship must be used in a way which supports and promotes the Hospital District's Mission and Vision.
2. Chambers and business coalitions that promote, support, and continue the enterprises and initiatives of the Hospital District, and which promote the general commerce of the communities of South Broward.
3. Charities and fund raising events which accrue funds directly back to the Hospital District.
4. Other Programs, Organizations, Activities, and Events which will provide direct benefit to the Hospital District and the communities of South Broward through the promotion of health and prevention of illness and injury, or through the promotion of the Hospital District's facilities and services, including:

Community First Initiatives
The Coalition of a Healthy South Broward

II. Exclusion Criteria

The following Programs, Organizations, Activities, and Events shall not be considered for Hospital District Sponsorship:

1. Those which are political or for profit in nature or purpose.

2. Those which have a personal, or individual or otherwise limited application, appeal or benefit.
3. Those outside of the Hospital District's powers under its Charter, and those for which Sponsorship by the Hospital District would be prohibited by the Florida Constitution, or other applicable law or those which would be considered private inurement under applicable law.

III. Process

The Board shall determine the aggregate amount to be used for Sponsorship pursuant to this Policy on an annual basis, as part of the Hospital District's Budget Process.

The Application and Evaluation Process for consideration of Sponsorship Requests shall be established by the President and Chief Executive Officer, consistent with the above Guidelines.

The Hospital District shall have the sole judgment and discretion to determine adherence to Sponsorship Criteria and the scope, amount, and level of Hospital District Sponsorship.

RATIONALE:

In order to continue to be an active member of the communities of South Broward, the Hospital District supports programs and events of other agencies and community organizations which prevent injury and illness and promote health and well being.

DATE REVISED:

June 23, 2010
July 31, 2013

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 23, 2004

TITLE: Professional Courtesy Discount Policy

POLICY: The Hospital District will offer professional courtesy discounts to the members of the medical staffs of Hospital District Hospitals, and all other physicians and clergy in its local community, and their spouses and their dependents.

RATIONALE: The Board establishes a policy consistent with federal regulations promulgated under 42 U.S.C. Section 1395 (nn), commonly known as "Stark II," effective July 26, 2004, applicable to professional courtesy discounts offered to physicians and immediate family members.

DATE REVISED:

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 22, 2011

TITLE: Travel Expense Reimbursement

POLICY: The Board of Commissioners of the South Broward Hospital District authorizes the President and Chief Executive Officer to establish reasonable rates for reimbursement of travel expenses for all Hospital District officers, employees, and authorized persons whose travel is authorized and paid by the Hospital District. Such policy may include reimbursement for subsistence and mileage at rates greater than those specified under Section 112.061, Florida Statute.

RATIONALE: To establish consistent standard maximum travel reimbursement rates.

DATE REVISED:

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 22, 2015

TITLE: Evaluation of Investment Advisor

POLICY: The Hospital District will evaluate the performance of its investment advisor not less than every five (5) years. The evaluation process will include the formal solicitation of proposals. This policy does not preclude a more frequent evaluation, or a sooner change of investment advisor, when performance is deemed unsatisfactory for any reason, nor does this policy prevent continued retention of an investment advisor following formal solicitation of proposals.

RATIONALE: To insure that the performance of the Hospital District's Investment Advisor is critically examined on a periodic basis.

DATE REVISED

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: April 28, 1976

TITLE: Liability Protection for Members of the Board of Commissioners, Physicians, and Employees Under the Tort Liability Self-Insurance Program and Commercial Insurance.

POLICY: Agents and employees of South Broward Hospital District, including, without limitation, members of the organized Medical Staffs serving as officers and/or as members of Medical Review or Medical Staff committees, including, without limitation, review, audit, and disciplinary committees, and members of Hospital District's Board of Commissioners are afforded immunity from suit for their acts or omissions arising from their duties for South Broward Hospital District under a number of applicable laws; including, without limitation, Section 768.28, Fla. Stat.; Section 395.0193, Fla. Stat.; Section 766.101, Fla. Stat.; and 42 U.S.C.11111, et. seq.

In accordance with applicable law, Hospital District will be financially responsible for defending and paying any claims or suits based on performance or non-performance of Hospital District duties by any of the individuals specified above. If any such individual is held not to be immune from suit under applicable law for claims or suits based on performance or non-performance of his or her duties for the Hospital District, then the Hospital District will defend and indemnify any such individual from and against any such claims or suits based on the person's performance or non-performance of duties for South Broward Hospital District.

The duty to defend and indemnify the persons specified above requires the provision of or payment for all reasonable costs and expenses, including attorneys fees, and the satisfaction of any judgments against any such individual which may become final. The Hospital District retains the right to control the defense of such claims, the selection of lawyers to conduct said defense, and expressly reserves the right to compromise or settle any claim or suit without the consent of the individual sued.

It is understood and agreed, however, that neither the duty to defend nor to indemnify any person specified above shall apply to claims or suits arising from acts or omissions of any such individual committed in bad faith, with malicious and willful disregard of human rights, safety or property.

The duties to defend and indemnify the individuals identified above shall extend solely to such individuals, their heirs, survivors and estates, but not to or for the benefit of any third parties whether claiming to be beneficiaries of such duties or not, nor shall said duties to defend or indemnify such individuals constitute or be construed as any waiver of the immunity granted to or enjoyed by any such individual by virtue of any applicable law.

Hospital District may, at its sole discretion, choose to partially or wholly fund its obligations specified above by purchasing commercial liability insurance, or through its self-insurance program.

The provision of this policy shall not impede or otherwise affect the Hospital District's right to indemnification for professional or general liability costs from any party that has contractually agreed to such indemnification.

RATIONALE:

It is the intention of the Board to define the Hospital District's responsibilities for the payment of professional liability or general liability claims due to or allegedly due to the acts or omissions of its agents serving without compensation and its employees.

DATE REVISED:

May 12, 1982
July 22, 1992
July 23, 1997
May 24, 2000
August 22, 2001
July 28, 2004
June 27, 2012

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: May 26, 1976

TITLE: Self Insurance Programs

POLICY: The Board of Commissioners of South Broward Hospital District has established Self Insurance Programs for Worker's Compensation, Tort Liability, Negligence, General Liability, Health, and Dental and Disability claims. Each of these Self Insurance Programs shall be maintained so that South Broward Hospital District complies with all legal requirements. The Self Insurance Programs shall be reviewed annually by actuaries retained by the District.

RATIONALE: To insure sound financial management and funding of all Self Insurance Programs.

DATE REVISED: May 12, 1982
July 22, 1992
July 28, 1999

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: January 14, 1981

TITLE: Claims Management

POLICY: The Board of Commissioners of the South Broward Hospital District authorizes the President and Chief Executive Officer, General Counsel, and Defense Counsel to settle legal claims, including, without limitation, those arising under tort and contract, using the following guidelines:

1. The President and Chief Executive Officer, based on the recommendation of General Counsel, and Defense Counsel when retained, can authorize up to and including \$300,000 toward the settlement of any legal claim.
2. For claims which are in excess of \$300,000, one (1) member of the Board of Commissioners (the Chairman or his designee) must agree to the final amount along with President and Chief Executive Officer, General Counsel, and Defense Counsel, when retained.

RATIONALE: The Board of Commissioners has the responsibility to ensure that any such decisions are made in an equitable and professional manner.

DATE REVISED: May 12, 1982
July 22, 1992
December 15, 1993
July 16, 1996
July 23, 1997
June 27, 2007
June 23, 2010
June 22, 2011

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: August 27, 1969

TITLE: Employee Pension and Contribution Plans

POLICY: The Board of Commissioners of the South Broward Hospital District funds a retirement program for District employees. The Board of Commissioners shall review the pension plans' and other employee contribution plans' financial position quarterly. Major revisions in the plan shall require Board approval.

RATIONALE: The plans were established as a supplement to the Social Security program to encourage the retention of qualified employees.

DATE REVISED: May 12, 1982
July 24, 1991
July 22, 1992
June 27, 2012

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: December 23, 1970

TITLE: Employee Credit Union

POLICY: The Board of Commissioners of the South Broward Hospital District recognizes an employee Federal Credit Union, functioning separately from the Hospital District, and is provided office space within the Hospital District at no cost to the Credit Union.

RATIONALE: The plan was established as an added employee benefit to encourage the retention of qualified employees.

DATE REVISED: May 12, 1982
July 22, 1992

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: April 27, 1977

TITLE: Wage and Salary Program

POLICY: The Board of Commissioners of the South Broward Hospital District approves specific policy and procedures to provide guidelines to the President and Chief Executive Officer in the administration of merit salary increases and unbudgeted wage adjustments for all employees of South Broward Hospital District.

RATIONALE: The program provides internal equity, external competitiveness, and flexibility to recognize different degrees of individual performance.

DATE REVISED: May 12, 1982
July 22, 1992
December 15, 1993
June 23, 2010

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 1998

TITLE: Equal Employment Opportunity Policy Statement

POLICY: It is the policy of South Broward Hospital District not to discriminate and to provide equal employment opportunity to qualified persons regardless of race, color, gender, religion, national origin, persons with disabilities, marital status, sexual orientation, disabled and Vietnam era veteran status, age, pregnancy, genetic information and any other categories protected by applicable federal, state or local law, ordinance or rule. This policy applies to all employment actions including but not limited to recruitment, hiring, promotion, transfer, discipline, compensation, and training. Further, South Broward Hospital District will not fire, demote, harass, or otherwise take any adverse employment action (“retaliate”) against individuals (applicants or employees) because they filed a charge or complaint of discrimination, because they complained in good faith about employment-related discrimination, or because they participated in an employment discrimination proceeding such as an agency investigation or lawsuit. South Broward Hospital District will act in good faith to fully comply with this policy.

PROCEDURE: I. Internal Communication Procedures

1. The Equal Employment Opportunity Policy Statement will be included with other South Broward Hospital District personnel policies and directives routinely provided to South Broward Hospital District employees.
2. In order to inform interested parties about the Equal Employment Opportunity Policy Commitment, South Broward Hospital District should include references to the Equal Employment Opportunity Policy Commitment in appropriate South Broward Hospital District publications intended for distribution to South Broward Hospital District employees. The Equal Employment Opportunity Policy Statement will be posted on employee bulletin boards, and through letters, posters or other creative notices to encourage broad dissemination.
3. From time to time, appropriate supervisory personnel will conduct periodic meetings, seminars and education/training sessions with

employees to discuss South Broward Hospital District's Equal Employment Opportunity Policy Statement.

II. External Communication Procedures

1. South Broward Hospital District will limit personnel recruiting to agencies, institutions and other sources that apply non-discrimination policies consistent with South Broward Hospital District's Equal Employment Opportunity Policy Statement.
2. South Broward Hospital District will make reasonable efforts to communicate job openings in a manner most likely to encourage responses from qualified persons.
3. On written job announcements, help wanted, or other communications using South Broward Hospital District letterhead, the words "Equal Opportunity Employer" will be included.
4. South Broward Hospital District's Equal Employment Opportunity Policy and Procedures will be periodically reviewed to determine compliance with the latest federal, state and local Equal Employment Opportunity regulations and to ensure that each applicant is provided the equal opportunity to display his/her job related qualifications.

III. Establishment of Responsibilities

1. President and Chief Executive Officer:

The primary responsibility and accountability for implementing the Equal Employment Opportunity Policy Statement rests with the President and Chief Executive Officer of South Broward Hospital District. The President and Chief Executive Officer will designate a responsible management level individual ("the designated individual") responsible for carrying out the duties set forth below.

2. Designated Individual

The designated individual will give direction to subordinates, as necessary, to carry out all actions required to meet the Equal Employment Opportunity commitments of South Broward Hospital District. The duties of the designated individual include:

- a. Developing Equal Employment Opportunity procedures and internal/external communication consistent with the Equal Employment Opportunity Policy Statement;

- b. Assisting in the identification of problem areas;
- c. Assisting management in arriving at effective solutions to problems;
- d. Periodically reviewing training programs, hiring and promotion practices within his/her area of authority, to promote the goals of the Equal Employment Opportunity Policy;
- e. Establishing procedures to address and resolve conduct allegedly violative of the Equal Employment Opportunity Policy Statement; and
- f. Keeping management informed of current developments in the equal employment opportunity area.

IV. Supervisory Personnel

It is the responsibility of supervisory personnel to implement the commitment expressed in the Equal Employment Opportunity Policy Statement. Among specific duties, supervisory personnel will:

- 1. Assist in the identification of problem areas, formulating solutions, and establishing goals and objectives where necessary.
- 2. Review the qualifications of employees to ensure that individuals are given full and equal opportunities for transfers and promotions.

RATIONALE:

South Broward Hospital District is committed to a policy of equal employment opportunity in all personnel actions.

DATE REVISED: June 23, 2010
June 22, 2011

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: July 9, 1980

TITLE: Physician Contracts

POLICY: The following contracts shall be subject to the review and approval of the Board of Commissioners of the South Broward Hospital District:

- (i) all individual Employment contracts with a physician provider rendering professional services, if such contract involves an expense in excess of \$600,000 during any twelve month period or payment in excess of the 75th percentile, as identified by nationally recognized annual salary surveys or a specific fair market value survey;
- (ii) all contracts for clinical services to be rendered on an exclusive basis at District Facilities;
- (iii) all renewals of the above contracts; and
- (iv) all Physician Recruitment contracts involving Physicians who are not employed by the Hospital District if such contract involves a total expense in excess of \$500,000 during any twelve month period or if the physician salary component of the agreement involves payment in excess of the 75th percentile, as identified by nationally recognized annual salary surveys or a specific fair market value survey.

The President and Chief Executive Officer shall provide a report to the Board of Commissioners of all Physician Employment Contracts and all Physician Recruitment Agreements that do not require review and approval under the above criteria.

RATIONALE: The Board wishes to provide a procedure for contracting with high quality physicians in a compliant manner.

DATE REVISED: May 12, 1982
July 22, 1992
July 16, 1996
June 29, 2005
June 27, 2007
June 22, 2011
October 26, 2011
June 25, 2014
June 26, 2019

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: June 1981

TITLE: Uninsured Patient Program

POLICY: "Uninsured Patients," are those patients who are uninsured and who do not have an appropriate physician to provide services which the patient requires, and includes, without limitation, patients of Hospital District's Hospitals, Emergency Rooms and other facilities.

To implement the Uninsured Patient Program, the President and Chief Executive Officer of the Hospital District is hereby authorized to contract for the provision of Physician Services to Uninsured Patients, under arrangements which:

- A. provide for appropriate care, and
- B. which may include, without limitation, payment on the basis of capitation, fixed rate, fee for service, or hourly retention rates, and
- C. which make cost effective utilization of Hospital District resources.

RATIONALE: To provide a mechanism for obtaining physician services for Uninsured Patients of South Broward Hospital District.

DATE REVISED: May 12, 1982
July 22, 1992
December 15, 1993
June 16, 1995
July 16, 1996
July 28, 1999
June 27, 2001
June 23, 2010
June 27, 2012

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: December 11, 1985

TITLE: Medical Staff Representation

POLICY: The Medical Staffs of District Hospitals shall be represented (through attendance and voice), by the respective Chiefs of the Medical Staff or their designees, at meetings of the Hospital District's Board of Commissioners.

RATIONALE: To provide an effective mechanism for communication between members of the Board and the Medical Staffs.

DATE REVISED: December 11, 1985
July 22, 1992
June 16, 1995
July 16, 1996

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

- DATE: October 1990
- TITLE: Conflicts of Interest of Members of the Medical Staffs of District Hospitals
- POLICY:
- I. PREAMBLE
 - A. The Hospital District is a special tax district created under the laws of the State of Florida.
 - B. The Hospital District operates various general acute-care hospitals providing patient care, education and research. The Hospital District operates other healthcare facilities, employs many physicians, and manages programs for providing and purchasing healthcare services.
 - C. Patient care services to patients of the Hospitals are provided through physicians and other practitioners who are appointed and periodically reappointed to the Hospitals' Medical Staffs (the "Medical Staffs"), and in connection therewith are granted privileges in connection with the care and treatment of patients.
 - D. The Medical Staffs are responsible for the quality of medical care provided by the Hospital District's facilities, subject to the ultimate authority of the Board, and play an important role in the governance and operation of the Hospitals through their Officers, Clinical Department Chiefs and Committees, by among other things, proposing, carrying out and enforcing established standards and policies, administering medical staff departments, making recommendations with respect to privileges to be granted to or withheld from Medical Staff applicants and certain other healthcare professionals, reviewing the performance of practitioners and other healthcare professionals granted privileges and recommending corrective or disciplinary action when such persons fail to meet or comply with established standards and policies, and working closely with the Hospital's administrative staff in reviewing and considering action with respect to Hospital District facilities and operations.
 - E. The Hospital District additionally retains physicians on an employed or contract basis to provide services involving the sharing

of proprietary or strategic information, and the exercise of judgment affecting the Hospital District's competitive position in the community.

- F. Some members of the Medical Staffs have acquired ownership or other investment interests in, or from time to time have served as members of the governing body, officers, employees, consultants or independent contractors of other healthcare facilities, including hospitals, and other diagnostic and treatment facilities, which interests, positions or relationships involve conflicts of interest potentially affecting the responsibilities referred to in the preceding paragraphs and responsibilities of such members to patients and for the quality of healthcare afforded by the Hospital District's facilities, and to the Hospital District itself.
- G. The Board, after consultation with the Executive Committees of the Medical Staffs, has adopted this Statement of Policy for the purpose of obtaining information about and dealing with such conflicts of interest.
- H. All Statements of Policy, as set forth herein, shall apply only to those members of the Medical Staffs who are members of the Executive Committee of the Medical Staff of any District Hospital, or who are Clinical Department Chiefs or Section Chiefs, or who either (1) by contract with the Hospital District, render specified medical services to patients of the Hospitals under the terms of such contract; or (2) by contract with the Hospital District, render specified advisory, consulting, managerial or administrative services to the Hospital District under the terms of such contract.

II. POLICIES

- A. Disclosure. The disclosure requirements, as stated herein, shall be applicable only to those members of the Medical Staffs who are Clinical Department Chiefs, or Section Chiefs, or members of the Executive Committee of the Medical Staff of any District Hospital, or who either (1) by contract with the Hospital District, render specified medical services to patients of the Hospitals under the terms of such contract; or (2) by contract with the Hospital District, render specified advisory, consulting, managerial or administrative services to the Hospital District under the terms of such contract. As to those members of the Medical Staffs to whom the foregoing disclosing policies apply, all applications for appointment or reappointment to the Medical Staff of any District Hospital shall include complete information concerning any actual or potential

conflict of interest, direct or indirect. Such information shall include, without limitation:

1. Any ownership or investment, direct or indirect, in, or any other financial interest, direct or indirect, in the revenues or profits or in the losses of any other hospital, including any department or other party thereof, any other healthcare facility, any healthcare plan, or any healthcare provider, supplier or vendor in the State of Florida if such equity or financial interest is in a publicly traded company and represents in excess of 10 percent of the total outstanding equity securities or profits or losses of the outside concern;
2. Any position as a member of the Board of Commissioners, Trustees, Directors or other governing body or as an Officer, Manager, Administrator, Employee, Consultant or Advisor, whether or not for remuneration or compensation of any kind, of any other hospital, including any department or other party thereof, any other healthcare facility, any healthcare plan, or any healthcare provider, supplier or vendor in the State of Florida, and
3. Any financial, remuneratory, or compensatory relationship, whether through lease, rental agreement, management agreement, operating agreement, employment agreement, consulting agreement or otherwise, whether written or oral, with any other hospital, including any department or other party thereof, any other healthcare facility, any healthcare plan, or any healthcare provider, supplier or vendor in the State of Florida.

Any member of the Medical Staff to whom the foregoing disclosure policies apply shall immediately make written disclosure of any such information whenever an actual or potential conflict of interest arises.

- B. Review. The existence of any actual or potential conflict of interest shall be referred promptly to the Board for review.
- C. Action. The Board may take such action as it determines to be necessary or proper with respect to any actual or potential conflict of interest, and in considering action may obtain such consultation and advice or recommendations as it deems appropriate. Without limiting the generality of the foregoing, any practitioner having or acquiring a conflict of interest may be disqualified from service, and in such event shall be required to relinquish any existing position,

as an Officer of the Medical Staff of any District Hospital, a Clinical Department Chief or Section Chief or member of the Executive Committee of any District Hospital, or a physician who by employment or other contract with the District provides either clinical or administrative services to any District Facility or Program.

- D. Committee. The Board may appoint a Committee, which may be comprised in whole or in part of persons who are not members of the Board but shall not include any members of the Medical Staffs, and may delegate to such Committee any or all of the functions of the Board with respect to the administration, interpretation, application and enforcement of this Policy Statement.

RATIONALE: To obtain information about potential conflicts of interest and to develop a mechanism for evaluating that information.

DATE REVISED: July 22, 1992
June 16, 1995
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