

## PCN Governance Training – Essentials Learning Objectives

The PCN Governance Training – Essentials curriculum consists of 11 courses.

### Curriculum Learning Objectives

By the end of the curriculum, learners will be able to:

1. Learn about various primary care structures and the role Primary Care Networks (PCNs) play within primary health care and health transformation.
2. Describe and understand key governance structures and their respective roles and responsibilities.
3. Understand 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. Learn important board responsibilities in relation to strategic planning, risk management, financial stewardship, and human resource management.

### Course Specific Learning Objectives

Course	Estimated Completion Time	Learning Objectives
Course Introduction	4 mins	1. A brief introduction to the course.
1 - Understanding the World of Primary Care in Alberta	54 mins	<ol style="list-style-type: none"> <li>1. Describe the history of primary care transformation in Alberta.</li> <li>2. Describe current provincial committees, working groups and structures guiding and influencing PCNs.</li> <li>3. Recall PCNs are accountable for the four PCN Objectives and Zone work.</li> <li>4. Recognize the Patient’s Medical Home and Health System Integration as priorities for PCN activities.</li> </ol>

Course	Estimated Completion Time	Learning Objectives
2 - PCN Governance – Legal Models And Policy	44 mins	<ol style="list-style-type: none"> <li>1. Interpret how PCNs are formed through exploration of the two PCN legal models.</li> <li>2. Explore and understand the Joint Governance relationship and mutual responsibilities.</li> <li>3. Define key structures, processes, and documents within a PCN.</li> <li>4. Describe key PCN policy and Grant Agreement requirements of PCN and board's role to ensure compliance.</li> </ol>
3 - Board Governance	28 mins	<ol style="list-style-type: none"> <li>1. Describe the three-basic functions of a Board.</li> <li>2. Demonstrate understanding of Board fiduciary responsibilities.</li> <li>3. Describe the guiding principles of governance.</li> <li>4. Introduce the key responsibilities of the Board.</li> </ol>
4 - Board Meeting Types and Board Member Roles	20 mins	<ol style="list-style-type: none"> <li>1. Distinguish the types of meetings required of Boards.</li> <li>2. Explain typical PCN Board roles.</li> <li>3. Distinguish roles of Board members versus those of the Executive Director.</li> <li>4. Develop positive joint governance and stakeholder relationships.</li> </ol>
5 - Making Good Decisions	11 mins	<ol style="list-style-type: none"> <li>1. Distinguish between three types of decisions that may come before a board.</li> <li>2. Execute informed decisions consistent with your fiduciary obligations.</li> <li>3. Describe the role of the Chair in decision making.</li> </ol>
6 - Conflict & Ethics	30 mins	<ol style="list-style-type: none"> <li>1. Understand types of conflict typical in boards.</li> <li>2. Apply skills to manage board conflict.</li> <li>3. Describe the purpose and content of a Code of Conduct and a Code of Ethics.</li> <li>4. Learn to identify conflict of interest situations in your PCN.</li> </ol>
7 - Effective Communication	7 mins	<ol style="list-style-type: none"> <li>1. Apply Insights Discovery Model TM to optimize communication. Learn to ask good questions</li> </ol>
8 - Policy Management	6 mins	<ol style="list-style-type: none"> <li>1. Describe the four key areas of policy management.</li> </ol>
9 - Risk Management	19 mins	<ol style="list-style-type: none"> <li>1. Identify potential risks for a PCN Board.</li> <li>2. Mitigate potential risks that may be faced by a PCN Board.</li> <li>3. Create a business continuity plan.</li> </ol>

<b>10 - Financial Stewardship</b>	27 mins	<ol style="list-style-type: none"> <li>1. Describe PCN grants, funding, and required AH reports.</li> <li>2. Review financial statements and board role in review of these statements.</li> <li>3. Apply roles in ensuring financial success.</li> <li>4. Describe internal financial controls policies.</li> </ol>
<b>11 - Your Roles as an Employer in the PCN World</b>	10 mins	<ol style="list-style-type: none"> <li>1. Discuss human resources policy and legal requirements.</li> <li>2. Describe Board's role as an employer.</li> </ol> <p>Understand the Board's role in performance management.</p>