



Site Liaison Responsibilities for Board Members

Overview: Each Consortium Board member functions as a Site Liaison to (typically) 2-3 Consortium-affiliated sites. This relationship is established either by original assignment—as when a site originally affiliates with the Consortium—or by transfer—as when a member joins the Board and assumes responsibility for an established site. These assignments are reviewed annually.

General responsibility: The Site Liaison is the primary linkage between the Consortium Board and the assigned sites' supervisors and their residents. The Site Supervisor thus becomes the “face” of the Consortium for those residents, the “go-to” person when either a supervisor or resident has a question or concern, and the provider of Consortium services to the sites and their residents.

Specific responsibilities:

1. The Site Liaison pays an in-person visit to her/his sites at least semi-annually. These visits include conversations with the site supervisors and individually with the site's current residents. One of the visits each year is to be structured according to the “Annual Consultation Site Visit Procedure” during which current licenses, CVs, and liability insurance documents are collected and other information is gathered and reported to the Consortium Board.
2. The Site Liaison receives, reads, and signs receipt of each resident's mid-year and end-of-year performance reviews (from the supervisors), and also receives, reads, and signs the resident's evaluations of the training experience. These documents are to be stored for future reference/access.
3. The Site Liaison is to respond to indications of dysfunction at the assigned sites, to reports of problematic behavior, and to provide for problem-solving/crisis intervention with respect to residencies at the assigned sites.