



Charter: Physician & APP Well- Being Steering Committee

UPDATED: 12/2020

ARTICLE I

MISSION AND OVERVIEW

Section 1.1 **Mission and Overview:** The [AdventHealth Physician & APP Well-Being Steering Committee](#) is a standing advisory and operational committee of [AdventHealth](#).

Committee will have primary focus on overall physician and advanced practice provider (APP) well-being and engagement, as well as embracing AdventHealth's mission to extend the healing ministry of Christ and promoting our values to physicians, APP's, colleagues, patients and the community.

ARTICLE II

NAME, LOCATION, and PLACE

Section 2.1 **Name:** The name of the Committee shall be "[REDACTED] Physician & APP Well-Being Steering Committee".

Section 2.2 **Location:** The principal site of [REDACTED] Physician & APP Well-Being Steering Committee shall be located at [REDACTED] Offices.

Section 2.3 **Place of Meetings:** [REDACTED] Physician Well-Being Committee will hold meetings within the State of [REDACTED], and will make every attempt to ensure equity, in terms of geographic convenience and proximity, to all Physician, APP and Administrative committee members.

Section 2.4 **Meeting Frequency:** [REDACTED] Physician & APP Well-Being Steering Committee meetings shall be held at least quarterly per year. Additional meetings will be held at the discretion of the Committee Chairman(s). Subcommittees will meet as often as needed to accomplish their tasks in a timely manner.

ARTICLE III

COMMITTEE MEMBERS

Section 3.1 Composition of the Committee. The [REDACTED] Physician & APP Well-Being Steering Committee shall consist of no fewer than six (6) persons, as further defined herein.

The [REDACTED] Physician & APP Well-Being Steering Committee shall consist of representation from:

- A. Physicians from [REDACTED] Name of [REDACTED] Physician Enterprise
- B. Advanced Practice Provider (APP) from [REDACTED] Physician Enterprise
- C. Physician Enterprise Leadership
- D. Corporate Leadership
- E. Clinical Mission Integration Department
- F. Other Physicians or Associates as determined by the Committee
- G. "Invited guests" may attend [REDACTED] Physician & APP Well-Being Steering Committee Meetings upon invitation and/or permission of the [REDACTED] Physician & APP Well-Being Steering Committee Chair and/or majority vote of the Committee

Section 3.2 **Term of Office.** There are no term limits.

Section 3.3 **Resignation.** A Committee Member may resign at any time by giving thirty (30) days advance written notice of such resignation to the Board Chairman(s).

Section 3.4 **Removal and Vacancies.** Any [REDACTED] Physician & APP Well-Being Steering Committee Member may be removed with or without cause by a majority vote of the Committee.

Section 3.5 **Quorum.** A majority of an entire [REDACTED] Physician & APP Well-Being Steering Committee shall constitute a quorum for the transaction of business. The act of a majority

of members present at a meeting at which a quorum is present shall be the act of the [REDACTED] Physician & APP Well-Being Steering Committee.

Section 3.6 **Unanimous Written Consent.** Any action required or permitted to be taken at a meeting of an [REDACTED] Physician & APP Well-Being Steering Committee may be taken without a meeting if a consent (electronically or in writing), setting forth the action, shall be signed (electronically or in writing) by all the [REDACTED] Physician & APP Well-Being Steering Committee members and filed with the minutes of the proceedings of that committee.

Section 3.7 **Telephonic Conference.** Any or all [REDACTED] Physician & APP Well-Being Steering Committee Members may participate in a meeting of the Committee by means of a conference telephone call, or any means of communication by which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person at a meeting.

Section 3.8 **Minutes.** The [REDACTED] Physician & APP Well-Being Steering Committee shall keep regular minutes of their proceedings.

Section 3.9 **Annual Review.** The [REDACTED] Physician & APP Well-Being Steering Committee shall complete a committee annual review form and submit it to the AdventHealth Clinical Mission Integration team at the end of each year. See sample in Addendum "A".

Section 3.10 **Compensation.** [REDACTED] Physician & APP Well-Being Steering Committee Members will not receive monetary compensation.

Section 3.11 **Requirements.** [REDACTED] Physician & APP Well-Being Steering Committee Members will be required to:

- Attend [REDACTED] Physician & APP Well-Being Steering Committee Meetings
- Represent and advocate for well-being and engagement of physicians and APP's at selected events
- Strengthen [REDACTED] Physician Group partnerships, cohesiveness, and communication, as well as promote a culture of wellness and accountability

- Develop, operationalize and communicate physician mission and wellness programs and initiatives within the health system
- Promote and support the system mission and vision of [AdventHealth](#)

Section 3.12 **Chairman.** The [REDACTED] Physician & APP Well-Being Steering Committee shall appoint a Chair(s) who shall preside over meetings of the Committee.

Section 3.13 **Special Meetings.** Special meetings of the Committee may be called by the Chairman(s) or upon the written request of a majority of the Members.

Section 3.14 **Notice.** Notice of any regular or special meeting of the Committee shall be delivered in person, written, telephonically, or electronically at least forty-eight (48) hours prior to the meeting by the Chair.

Section 3.15 **Voting.** Each voting Committee Member shall have one (1) vote on each matter.

Section 3.16 **Presiding Officer.** All meetings shall be presided over by the Chairman(s). If the Chairman(s) is not present, the Vice Chairman (if one has been appointed) shall preside; and, if neither is present, a chairperson of the meeting shall be elected by the Members present at the meeting.

Addendum "A"



Physician / Provider Well-Being Steering Committee

REVIEW			
Facility		Review Period	
Physician Chair		Reg. Dir / Manager	
COMMITTEE FORMATION			
Committee Members Identified		Meeting Dates	
Chair: Administrator: Medical Group Administrator: Physician: Physician: APP: Others:		1 st Quarter – 2 nd Quarter – 3 rd Quarter – 4 th Quarter -	
NOTES/ACTIONS			
ACCOMPLISHMENTS			
1 st Quarter Meeting	2 nd Quarter Meeting	3 rd Quarter Meeting	4 th Quarter Meeting
–	–	–	
NOTES/ACTIONS			
BARRIERS			
1 st Quarter Meeting	2 nd Quarter Meeting	3 rd Quarter Meeting	4 th Quarter Meeting
–	–	–	
NOTES/ACTIONS			
GOALS FOR 20__			
1 st Quarter Meeting	2 nd Quarter Meeting	3 rd Quarter Meeting	4 th Quarter Meeting
–	–	–	–
NOTES/ACTIONS			

Attached Documents:

- o Sign in Sheets
- o Meeting Minutes

Addendum "B"

I, the undersigned, understand that as a member of the [redacted] Physician / APP Well-Being Steering Committee, will do my best to work toward the goals of this charter. I believe in the purpose and the mission of AdventHealth, to extend the healing ministry of Christ and I am committed to promoting well-being and balance among our facility.

As a committee member, I acknowledge and agree to the following responsibilities:

Attendance/Participation. I will ensure that I can commit to attending [redacted] of 4 meetings held throughout the year.

- (i) To review the meeting documents provided prior to the meetings;
- (ii) To submit all meeting documents, as needed, prior to the meetings;
- (iii) To be fully engaged and participate constructively in all meetings;

Compensation. I understand that there is no compensation to participate in this committee.

Term of Appointment. [SELECT ONE]

- I acknowledge that the term for my appointment is one year and membership will be updated at the end of my term. After the completion of the full appointment, I can resign my membership with 90 days written notice to the committee chair.

OR

- I acknowledge that the term for my appointment is one year and membership will be renewed automatically at the end of the commitment term. After one year, I can resign my membership with 90 days written notice to the committee chair.

MEMBER:

Printed Name: _____

Effective Date: _____

Signature: _____

PHYSICIAN/APP WELL-BEING STEERING COMMITTEE CHAIRMAN:

Printed Name: _____

Signature: _____