

Physician Well-Being & Engagement Steering Committee Roles & Responsibilities



What is a Steering Committee?

Steering committees have various responsibilities to uphold within an organization. A **steering committee** is typically an appointed body of individuals within a larger organization that oversees projects and events.

What is the Steering Committee Roles and Responsibilities?

The development of a Steering Committee is important as they will assist the organization in implementing new programs. The committee is made up of partners who have an expertise, which will contribute to its successful deployment.

The Steering Committee's role is to provide advice, ensure delivery of the program and assess program outcomes. This may include tasks such as:

- Reviewing and providing input to the development of the program, including the evaluation strategy;
- Support to achieve the program outcomes;
- Identifying priorities within the programs or initiatives;
- Identify potential risks;
- Monitor program timelines;
- Monitor program outcomes;
- Monitor the quality of the program as it develops;
- Provide advice and at times make decisions about changes to the project as needed.



Overall, the Steering Committee provides support, guidance and oversight of the program's progress.

Defined Roles and Responsibilities

Committee Member	Roles & Responsibilities	Benefit
Committee Chair (Physician)	<ul style="list-style-type: none"> <input type="checkbox"/> Oversight and guidance of committee discussion <input type="checkbox"/> Allocate resources necessary for workforce planning success <input type="checkbox"/> Make decisions <input type="checkbox"/> Communicate progress internally and externally <input type="checkbox"/> Ensures alignment with the organizations strategic plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Links providers and input into the deployment of programs/initiatives <input type="checkbox"/> Helps to smoothly integrate and inform other providers of new programs/initiatives <input type="checkbox"/> Engages other providers <input type="checkbox"/> Gather info from those mainly effected by the change
Regional Director / Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Lead strategy development <input type="checkbox"/> Coordinate programs/initiatives <input type="checkbox"/> Facilitate committee operations <input type="checkbox"/> Collaborate with all stakeholders <input type="checkbox"/> Share developed goals and performance measures <input type="checkbox"/> Gather data <input type="checkbox"/> Analyze results/feedback <input type="checkbox"/> Present reports on the data/feedback 	<ul style="list-style-type: none"> <input type="checkbox"/> Applies knowledge of program to deployment planning effort <input type="checkbox"/> Utilizes built relationships to further engage all stakeholders <input type="checkbox"/> Drives data collection processes
Physicians / Advanced Practice Practitioners (APP's)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide necessary workforce data <input type="checkbox"/> Partner to identify gaps / help develop solutions <input type="checkbox"/> Offer input and expertise about processes <input type="checkbox"/> Assist with defining goals, outcomes and/or competencies 	<ul style="list-style-type: none"> <input type="checkbox"/> Shares key knowledge about processes <input type="checkbox"/> Firsthand knowledge of work duties and competencies needed to perform their critical function <input type="checkbox"/> Engages other providers

	<ul style="list-style-type: none"> <input type="checkbox"/> Provide input and feedback of programs as the “end user” 	<ul style="list-style-type: none"> <input type="checkbox"/> Gather info from those mainly effected by the change
VP / Director Physician Enterprise	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the desired change for the new program <input type="checkbox"/> Commit to the new program plan <input type="checkbox"/> Assist in developing goals and performance measures, as needed <input type="checkbox"/> Assists with sharing information with medical group regarding the new program <input type="checkbox"/> Provides feedback 	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes need for success of program <input type="checkbox"/> Provides vision of the future direction of the division in relationship to the medical group’s strategic goals <input type="checkbox"/> Provides insight of medical group and other initiatives/programs <input type="checkbox"/> Helps engage providers within medical group
Hospital Administrator	<ul style="list-style-type: none"> <input type="checkbox"/> Prioritize resources to implement new programs <input type="checkbox"/> Identify key positions crucial to program mission <input type="checkbox"/> Hold staff accountable for performance <input type="checkbox"/> Provides feedback 	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes need for success of program <input type="checkbox"/> Provides vision of the future direction of the program, in relationship to the hospital’s strategic goals <input type="checkbox"/> Ensures alignment of program goals to the hospitals’ strategic goals
Physician Recruiter Physician Liaison Director of Medical Staff Chaplain	<ul style="list-style-type: none"> <input type="checkbox"/> Identify skill gaps and offer creative strategies for action plans <input type="checkbox"/> Participate in workforce planning strategy development <input type="checkbox"/> Implement action plans in own operational area <input type="checkbox"/> Identify leaders/champions for program success <input type="checkbox"/> Provides feedback 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides valuable source of organizational data, especially information about providers engagement, attitude and leadership interests <input type="checkbox"/> Helps implement action plans at the local operational level

How often should a Steering Committee meet?

Steering Committees should plan to meet on a quarterly basis. Meeting dates should be set in advance to ensure commitment and availability of its members.

If possible, avoid evening hours so providers do not feel like this is another task for them.

If evening hours are necessary, allow the provider to end their day earlier to accommodate a 5 pm start time.



What happens before each meeting?

At least a week before the meeting the assistant to the Chair should circulate papers for the upcoming meeting to all Committee members. These should include:

- An agenda, indicating the time planned for the meeting, so that members can allow sufficient time to attend and participate;
- Minutes of the last meeting, including an action list, ideally updated with any information to hand out about actions completed or in progress;
- A progress report on the status of the project since the last meeting;
- Any other documents to be considered at the meeting, if any, particularly drafts of resources that are being developed in the project, if relevant.

What happens at the Steering Committee meetings?

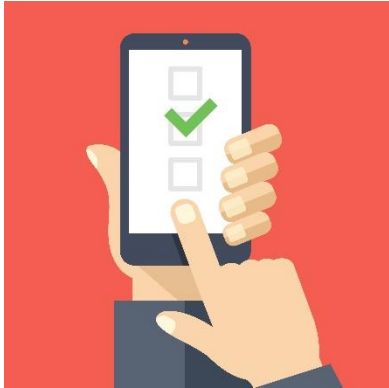
The Chair will conduct the meeting according to the agenda, ensuring that all members are encouraged to provide input throughout the meeting and that any decisions or recommendations are adequately resolved and agreed to by the members.

It's important to check through the list of action items from the previous meeting, confirming action taken and issues resolved, and agreeing how to progress any actions that aren't completed.

What happens after each meeting?

As soon as possible following the meeting, and no later than within a week, a copy of the minutes of the meeting should be circulated to all members. At a minimum, the decisions and action points should be circulated as soon as possible after the meeting. This is important both for ensuring that the minutes accurately reflect the decisions and discussions of the meeting, and to get members moving on the actions they have agreed to implement. Members are more readily able to recall what was discussed at the time and ensure that any important issues or comments raised during the meeting have not been inadvertently overlooked.





The minutes should include a list of the actions agreed at the meeting, clearly labelled with the name of the individual responsible for each action and the expected timeline for implementation. Copies of any additional documentation circulated at the meeting should also be included. Details of the next meeting should be noted clearly.

The Steering Committee won't run the program for you, but if the members are selected and briefed appropriately, and involved to their potential throughout the life of the project, it can have a very positive impact on the achievement of the program goals and outcomes.

Steering Committee Goals and Outcomes

The primary goal for the steering committee is to ensure that new programs, such as AHS's CMI program, are well vetted with local providers and ensures the program's success based on the culture of the local facilities.

Each medical group is expected to have a formed Physician/APP Well-Being & Engagement Steering Committee in place. In addition, programs from CMI are to be deployed once the CMI team is hired and trained.

Please review the CMI accountabilities to better understand program expectations across the medical groups. Other programs that focus on Physician and APP Well-Being & Engagement may come through the committee for review and input. This ensures that this committee is the clearing house promote and support engagement and wellness of the medical group providers and medical staff.










Additional Resources

This book and other resources are found on the CMI One Drive account under "Provider Engagement" and "PWB Steering Committee".



+ New ▾ ↑ Upload ✎ Quick edit ↗ Share 🔗 Copy link ↻ Sync ↓ Download 📄 Export to Excel ⋮

Documents > Provider Engage... > PWB Steering Committee

 Name ▾	Modified ▾	Modified By ▾	Tag ▾	+
  Committee Agenda Template.docx	A few seconds ago	Santana, Deanna		
  Meeting Minutes Template.docx	A few seconds ago	Santana, Deanna		
 Committee Annual Review.docx	February 19	Santana, Deanna		
 Meeting sign in sheet.docx	February 19	Santana, Deanna		



Agenda

Physician / APP Well-Being Steering Committee

Date / time [Date | time] | *Location* [Location]

Meeting called by	[Meeting called by]	Attendees [Attendees]
Type of meeting	[Type of meeting]	Please read [Please read]
Facilitator	[Facilitator]	Please bring [Please bring]
Note taker	[Note taker]	

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]

Other Information

Observers [Observers]
Resources [Resources]
Special notes [Special notes]

Agenda

On this page, we have a sample of the template agenda that can be found on One Drive. These templates can be updated and formatted to fit the needs of your committee.

An agenda, along with any attachments or pre-reads, should be sent out prior to the meeting so that committee members can prepare accordingly. This will also help the meeting move along without having to pause to update members.

Meeting Minutes

The meeting minutes template is available as another resource. This template can also be updated for optimal use of the minutes-taker.

Minutes should be taken for every meeting that occurs to record the discussions and outcomes.

These meetings will be a wonderful resource as the committee creates their annual review of the work completed that year.



Meeting Minutes

Physician / APP Well-Being & Engagement Steering Committee

Date
Time
Location

Meeting called by: Enter meeting organizer here **Type of meeting:** Physician / APP Well-Being & Engagement Steering Committee

Facilitator: Enter meeting facilitator here **Note taker:** Enter note taker here

Attendees: Enter attendees here

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

Agenda item: Enter agenda item here **Presenter:** Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

- ✓ Enter action items here
- ✓ Enter action items here
- ✓ Enter action items here

Person responsible

- Enter person responsible here
- Enter person responsible here
- Enter person responsible here

Deadline

- Enter deadline here
- Enter deadline here
- Enter deadline here

Agenda item: Enter agenda item here **Presenter:** Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Enter conclusions here.

Action items

- ✓ Enter action items here
- ✓ Enter action items here

Person responsible

- Enter person responsible here
- Enter person responsible here

Deadline

- Enter deadline here
- Enter deadline here



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: 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

Committee Annual Review

The committee plays an integral role in the formation of mission-minded clinicians. Since the work coming out of this committee is so important, it is necessary to ensure and hold this committee accountable to review any initiative pertaining to provider well-being and engagement.

At the end of the year, preparing this document and submitting it to identified leaders will be vital. It also provides the committee with a document to reflect on their successes and challenges for that year. Most importantly, it helps this committee prepare their goals for the upcoming year.



SHOULD THERE BE ANY EDITS OR ADDITIONS
NEEDED TO THIS DOCUMENT, PLEASE
CONTACT THE CLINICAL MISSION
INTEGRATION TEAM.

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