

## **HHP CLINICAL WORKGROUP**

**(Name of Workgroup)**

### **Task Checklist:**

- Define project focus, scope, and plan for execution.
- Identify a workgroup chair and membership.
- Draft a charter which outlines objectives of the workgroup to include members, stakeholders, purpose, goals, outputs, intended outcomes, performance metrics, and timeline.
- Submit charter for approval by the HHP Quality & Clinical Integration Committee.
- Submit associated work plan and timeline for review by the HHP Quality & Clinical Integration Committee.
- Communicate with the HHP Quality & Clinical Integration Committee with quarterly updates or as appropriate.
- Maintain appropriate documentation in the form of meeting notes and minutes, as well as any documentation resulting from the work of the group if any.
- The chair of the HHP Quality & Clinical Integration Committee will report on workgroup progress on a regular basis to the HHP Board of Managers.

**Suggested ground rules (for discussion at the first meeting of the workgroup):**

1. Meeting logistics – start and end times, place, dates, minute taking, etc.
2. Review of HHP Quality Program Clinical Workgroup attendance and participation requirements
3. Expected turnaround time for meeting minutes.
4. All issues related to the outputs of the workgroup will be thoroughly discussed with all points of view welcomed and given fair and equal consideration.
5. Decisions will be made by majority vote.
6. Once a decision is made, all workgroup members are expected to support it.
7. A plan for communicating changes or improvements plan is required for each clinical process to be implemented, as well as a timeline and milestones.
8. When decisions made by an HHP clinical workgroup require technology support, the group designee will present recommendations to and seek engagement from appropriate Epic/ Health IT personnel.
9. Implementation of any resulting changes to be coordinated with appropriate clinical operations personnel at the individual hospital and/or clinic. Personnel may include chiefs of staff, chief medical officers, and chief operating officers and/or their designees.