

About this Guide

The purpose of *Leaders Guide for Convening and Running an Effective EDI Committee* is to assist executive leaders across the UW Medicine healthcare system in developing a committee within their specific UW Medicine entity that focuses on advancing equity, inclusion, and diversity (EDI) among their immediate colleagues. Defined as a formally sponsored employee group charged to assess, research, act on, or report matters related to advancing healthcare equity, the EDI Committee provides support and guidance to leaders and staff to more effectively address EDI issues that are not readily perceived or easily understood. Throughout this guide, specific ideas and action steps are presented to support your developing an EDI committee charter – an internal document of administrative processes necessary to run an effective committee – and sections therein.

Naming an EDI Committee

Consider an EDI Committee name that conveys a promise the committee will keep, the value it will add to your specific entity in particular and the advancement of healthcare equity within UW Medicine overall. The name of the EDI Committee is usually stated in a committee charter with the following language:

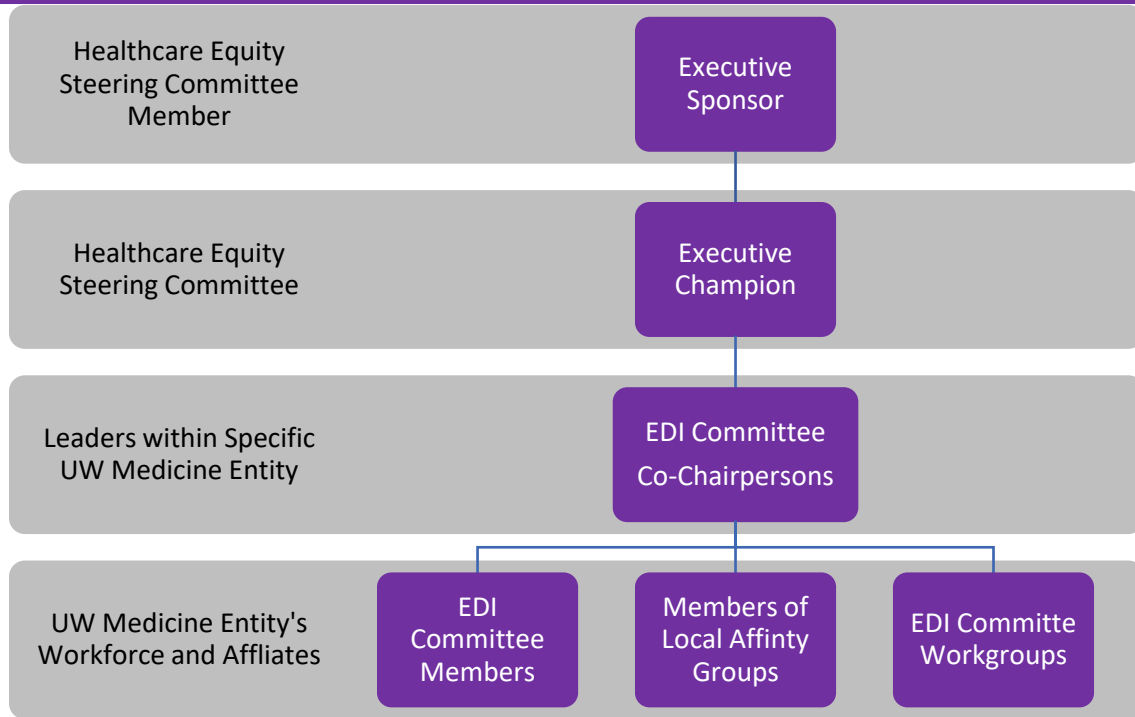
“This committee shall be known as ***The (Insert Name of UW Medicine Entity) EDI Committee.***”

Goals and SMART Objectives

Goals serve as the foundation on which your EDI committee SMART objectives – specific, measurable, achievable, realistic, and timely can be developed. Consider stating goals that...

1. Represent your UW Medicine entity’s dreams for advancing healthcare equity with deadlines.
2. Serve as a foundation on which SMART objectives originate.
3. Encourage discussion, reveals differences of opinion, and moves toward consensus.
4. Directly link your UW Medicine entity’s healthcare equity needs and intended outcomes with the UW Medicine Healthcare Equity Blueprint.
5. Offer a unified direction for realizing the EDI committee’s objectives
6. Create a timeline for completion of tasks and projects.

EDI Committee Members



EDI Committee Executive Sponsor

As a member of the UW Medicine Healthcare Equity Steering Committee, the executive sponsor is ultimately accountable for the success of the EDI committee. The executive sponsor will name a senior leader within his or her UW Medicine entity to serve as executive champion of said entity for the work to be carried out by the EDI committee. The executive sponsor will determine and approve allocation of resources needed for the EDI committee to advance equity, diversity and inclusion work within the respective UW Medicine entity. Lastly, the executive sponsor will provide updates to the Healthcare Equity Steering Committee of selected EDI committee activities.

EDI Committee Executive Champion

Selected by the executive sponsor, the executive champion is charged with representing the EDI Committee within the senior management team of your UW Medicine entity. The executive champion ensures senior staff is aware of the charter of the EDI committee and its contribution(s) to your UW Medicine entity’s goal(s).

General Expectations of the EDI Executive Champion

1. Identifies and appoints two – three (emerging) leaders as co-chairpersons for the EDI committee
2. Acts as a mentor and coach to co-chairpersons to ensure effective meetings and decision making
3. Assumes accountability for the implementation of EDI committee activities
4. Ensures the dissemination of communication about the EDI committee’s activities
5. Provides bi-directional feedback about EDI committee activities to the executive sponsor
6. Attends all EDI Committee meetings
7. Serves on the UW Medicine System-wide EDI Committee

EDI Committee Co-Chairpersons:

An executive champion within your respective UW Medicine entity will appoint co-chairpersons to head the EDI Committee. Co-Chairpersons are responsible for the EDI Committee, serving as critical figures demonstrating strong leadership skills and a significant interest in advancing UW Medicine's Healthcare Equity Blueprint.

General Expectations of Co-Chairpersons:

1. Liaise between the EDI Committee, executive leadership and Director of Healthcare Equity
2. Lead and moderate all committee meetings
3. Interact with members fairly, sensitively, confidentially, and with cultural humility
4. Promote collaboration, conflict resolution, and decision making
5. Keep members engaged, motivated, and focused on agreed-upon goals and SMART objectives
6. Exercise openness to diverse opinions and points of view
7. Serve on the UW Medicine System-wide EDI Committee

EDI Committee Members

Co-Chairpersons select colleagues who are earnest and passionate about advancing the UW Medicine Healthcare Equity Blueprint within the scope of their UW Medicine entity's environment.

Identifying Potential EDI Committee Members (Nominated, Self-Nominated or Selected)

1. Name of Potential Committee Member
2. Current Relevant Job Duties or Achievements
3. Resources and Talents – What will the potential EDI Committee member contribute?
4. Buy-In – What will the potential EDI Committee member gain from participating?
5. What are some potential problems that may arise from participation in the EDI Committee?

Essential Competencies of EDI Committee Members

1. Understand, identify, and articulate your UW Medicine entity's healthcare equity issues
2. Develop and implement effective programs and activities to advance goals and objectives
3. Understand the healthcare equity issues of their respective UW Medicine specific entity
4. Embrace and champion change

EDI Committee Members' Responsibilities

1. Participate in setting the direction of the committee
2. Serve as an ambassador for the EDI Committee to respective department
3. Identify and implement activities relevant to respective department, team, workgroup, etc.
4. Share interests and concerns as well as listening fully to understand the views of others
5. Practice active listening – listen fully to understand the views of others.
6. Prepare for and attend meetings regularly

Suggested Sub-Committees

1. Communications
2. Events
3. Training and Education