Leaders’ Guide for Convening and Running an Effective EDI Committee Summary

**Vision**
Be a national model for healthcare equity and reduce disparities in healthcare delivery.

**Strategy**
Establish training resources, programs, events, and policies to create an environment that supports diversity, equity and inclusion across all aspects of the UW Medicine workforce.

**Measure of Success**
Our ability to attract and retain a diverse and inclusive workforce at all clinical sites governed by UW Medicine.

**Objective 1: Increase diversity, increase cultural humility and reduce implicit bias in the healthcare workforce.**
- **Strategy 1-1:** Increase diversity and inclusion at all clinical sites governed by UW Medicine.
- **Strategy 1-2:** Increase cultural humility and respective communications.
- **Strategy 1-3:** Implement policies, procedures, and incentives to support desired behaviors.

**What is an Equity Diversity and Inclusion (EDI) Committee?**
- A formally sponsored employee group charged to assess, research, take action on, or report on matters related to advancing healthcare equity.
- This committee provides support and guidance to leaders and staff to more effectively address equity, diversity and inclusion issues that are not readily perceived or easily understood.

**Benefits of an EDI Committee**
- Provides a safe forum for disclosure and discussion of equity, diversity and inclusion issues.
- When appropriate, provides an alternate vehicle to human resources for resolution of EDI issues.
- Facilitates pooling of knowledge and experiences of EDI issues in the workplace.
- Provides the opportunity for coordination across disciplines, departments, managerial lines, and experiences to resolve problems.
- Facilitates the dissemination of ideas and information throughout all levels of the organization.

**Roles of Executive Sponsors**
- Accountable for the successful advancement of local EDI work
- Name a senior leader to be the Executive Champion for your entity.
- Assign the Executive Champion to select 2 – 3 emerging leaders within your entity to be EDI leaders who would serve as your entity’s EDI Committee (co)-chairperson
- Determine and approve the allocation of resources to ensure the advancement of the equity, diversity and inclusion work within your entity.
- Update the Healthcare Equity Steering Committee of selected entity level activities
Leaders’ Guide for Convening and Running an Effective EDI Committee Summary

Roles of Executive Champions
- Identify and appoint 2-3 leaders or emerging leaders as co-chairs for the EDI committee
- Act as mentor and coach to co-chairs to ensure effective meetings and decision making
- Accountable for the implementation of EDI committee activities
- Ensures the dissemination of communication about the EDI committee’s activities
- Provides feedback about EDI committee activities to and from the Executive Sponsor

EDI Committee Structure
- Members may be appointed by the Executive Champion
- Employees may nominate other employees to be committee members (requires supervisory approval)
- Employees may self-nominate to be on the committee members (requires supervisory approval)
- To ensure broad diversity on the committee consider; race, ethnicity, language, gender, age, sexual orientation, gender identity, religion, job class, organizational tenure.
- Suggested committee size: 15 – 20 members
- Suggested meeting frequency: At least once per quarter

UW Medicine Healthcare Equity Toolkit
- UW Medicine Healthcare Equity Blueprint
- Sample committee charter
- Videos, podcasts, articles, books
- Glossary of Terms
- Calendar of Culture Observances and Celebrations
- Training Resources
  - Consultants, trainers, etc.
  - Community Based Organizations (CBOs)
  - Campus Resources

UW Medicine EDI Committee
- Comprised of the Executive Champions and entity EDI committee co-chairs
- Share best practices
- Receive additional training/education
- Sponsors system wide events
- Meets quarterly
- Chaired by Director, Healthcare Equity

UW Medicine Healthcare Equity Team
Paula L. Houston, Ed.D, Director, Healthcare Equity
Office of the Chief Medical Officer, UW Medicine
houstpl@uw.edu

Keith A. Vensey, MBA, MPH, Program Operations Specialist
Office of the Chief Medical Officer, UW Medicine
kavensey@uw.edu