

NURSING SHARED GOVERNANCE TEAM COUNCIL



TEAM CHAIR CHECKLIST - IMPLEMENTATION

1. Check-in with your team:

- Ensure they understand the [Shared Governance Basics](#)
- Help them understand the following: (utilize your manager and educators to help)
 - **What is shared governance?**
 - It's a model of shared decision-making that empowers the people closest to the patients to have a voice and influence over their professional practice.
 - **Why are we pursuing it?**
 - It's our professional obligation to practice in a way that all staff are heard and can participate in problem identification and problem solving.
 - Because all staff are valued for their unique experiences, insights, and perspectives.
 - It's a way staff at the point of care can provide feedback and suggest new and innovative ideas to improve their work environment and how they provide care for patients.
 - It's evidenced-based. Proven outcomes include (but are not limited to) increased staff engagement, increased staff satisfaction and retention, and better patient outcomes.

2. Check-in with your Mentor:

- Your assigned mentor is your immediate nurse manager or nurse supervisor.
- Meet with your mentor to discuss each other's roles, expectations, and ways you can be supported by them to advance shared governance in your department.

3. Complete Team Board by January 15th (nursing)

- Work with your staff to [design and build a team board](#).
 - Determine 5 team core values.
 - Physical boards:** Find an agreed upon location for your board. Ensure it allows space for huddles.
 - Virtual boards:** Refer to the [virtual Team board template](#) and [MS WhiteBoard Basics](#). Contact Kim.mahoney@hsc.utah.edu or Emily.izzo@hsc.utah.edu if you have any questions.
 - Departments with existing boards:** You can use an existing board (like Value Culture) if it has the elements (values listed) and designated areas for PINS.
 - Ensure it includes spaces to post new PINS, sort and categorize PINS, and update PIN progress or resolution.
 - Provide clarity on:
 - **How** to post PINS: clearly state your problem idea, need or suggestion. Include your name in case there is clarification needed on your PIN and so you can receive updates about the status of your PIN messaged directly to you. Submitting PINS anonymously is okay too.
 - **When** PINS can be posted: anytime that is convenient for them.
 - **What** kind of things can be included: Any problem, idea, need or suggestion that impacts the work environment or clinical practice. Things that Team Boards are not used for include addressing interpersonal conflict or HR/behavioral issues.
- Once your board is designed, take a picture and submit. Details to come.

TEAM CHAIR CHECKLIST - IMPLEMENTATION, CONTINUED

4. ☐ Team Huddle – work with your team to:

- Determine a huddle process [Team Huddle Process](#):
 - Determine a method of team check-in prior to each huddle (numerical, traffic light: green, yellow, red, etc.).
 - Agree upon time.
 - Agree upon attendance expectations.
 - Try having a concise and targeted agenda to keep things on track.
 - Cultivate an environment of psychological safety: [Leading People: Creating and Maintaining a Safe Space](#)
- Once your huddle process is determined, provide a quick description and submit with your team board. Details to come.

5. ☐ Engage in transformational leadership.

- Prepare to be a resource. Stay informed.
 - Review your handouts. These are also found in the [Team Council Resource Center](#).
 - Review the final bylaws section about Team Chairs and Mentors. [NSG Bylaws Final 10.12.23.docx](#)
 - Start with vision:
 - Speak to the potential positive outcomes: “Know the WHY”
 - Know your “WHY”. Why do you want shared governance to succeed?
 - Appeal to your team's “WHY”
 - Identify your early adopters and acknowledge the enthusiasm and engagement.