

System-wide Patient Education Council Charter

Purpose:

The System-wide Patient Education Council will provide evidence-based, patient/family-centered education across the health system, using a multidisciplinary approach.

Membership:**A. Patient Education Council will consist of:**

1. One representative (RN) from the clinical areas: Intensive Care Unit (ICU)/Cardiac/Cardiac Rehab/Cardiovascular Lab (CVL)/Cardiac Short-Stay Unit (CSSU), Digestive Health, Emergency Department (ED), Home Health/Home Infusion, Maternity, Medical Unit, Orthopedics, Pediatrics, PrePare/Surgery, Surgical Unit, Rehab Unit, Bellin Psychiatric Center, and Bellin Medical Group, Telehealth, Neuro Team, Cancer Team, Asthma/Allergy Clinic, MRI, Diabetes Clinic, CHF Clinic.
 - a. Chairperson from membership
 - b. Co-chairperson from membership
2. One Nursing Team Leader
3. One Clinical Nurse Specialist or Advanced Prepared/Advanced Practice RN
4. One Nurse Educator
5. Member of Nursing Administration
6. Patient Advisor
7. Dietary
8. Resource Case Management
9. Pharmacy
10. PT/OT
11. Ad hoc members

The Role of the Chairperson:

1. Develops and facilitates the agenda to include 120-day action items and strategic plan initiatives.
2. Leads the meeting.
3. Remediate and removes if necessary non-performing members.
4. Delegates responsibilities during and between meetings.
5. Assigns work groups if necessary.
6. Moves the group to decision making.
7. Is a member of the Excellence in Care Coordinating Council and communicates issues from the Patient Education Council to the Coordinating Council.
8. Reports pertinent information from Excellence in Care Coordinating Council back to Patient Education Council.
9. Delegates the responsibilities of the chair in his/her absence.
10. Either attends *Effective Meetings* or utilizes the *Effective Meetings* audio resource, available through Organizational Development, to facilitate his/her development in leading a council.
11. Attends Strategy Day Away and identifies the areas that impact Patient Education Council work.

Outcome Measures:

1. Periodic review of regulatory standards shows compliance in the area of patient and family education.
2. There is consistent documentation of patient and family education.
3. All patient care areas have access to a database of patient/family education resources.
4. HCAPS survey scores indicate patient/family satisfaction with education.