

Section I: Definitions

Senior management

The top level of leaders in the organization. Titles typically include: president, senior vice president, vice president, administrator, associate administrator, assistant administrator

Middle management

Department managers, with titles such as director, manager, supervisor, coordinator

Section II: Participation on Hospital and/or Medical Committees

1. What is the composition of standing hospital and medical committees?

Committee Name	Number of Members	Percent of Committee Composition				
		Senior Management	Middle Management	Medical Staff	Employees	Other: specify
A. Performance Improvement						
B. Ethics						
C. Mission						
D. Accreditation/Licensure						
E. Strategic Planning						
F. Medical Records						
G. Patient Care						
H. Research						
I. Medical Staff						
J. Safety						
K. Case Review						
L. Other: specify						

2. For each committee identified in question #1, how are members selected to serve?

Please use the following coding to specify the means of selection.

1 = Volunteer/self-selected

4 = Dictated by position held

2 = Appointed by supervisor

5 = Other: specify

3 = Appointed by peer

Committee Name	Selection Method				
	Senior Management	Middle Management	Medical Staff	Employees	Other members
A. Performance Improvement					
B. Ethics					
C. Mission					
D. Accreditation/Licensure					
E. Strategic Planning					
F. Medical Records					
G. Patient Care					
H. Research					
I. Medical Staff					
J. Safety					
K. Case Review					
L. Other: specify					

3. For each committee identified in question #1, what is the role of each member? Please use the following coding to specify the primary role of the respective committee members.

1 = Decision-making 2 = Advisory/consultative 3 = Other: specify

Committee Name	Role of Each Member				
	Senior Management	Middle Management	Medical Staff	Employees	Other members
A. Performance Improvement					
B. Ethics					
C. Mission					
D. Accreditation/Licensure					
E. Strategic Planning					
F. Medical Records					
G. Patient Care					
H. Research					
I. Medical Staff					
J. Safety					
K. Case Review					
L. Other: specify					

Section III: Project Teams

4. What is the composition of project and ad hoc teams? Identify 5 to 7 teams that are currently functioning within the organization and provide the following information for those teams.

Project Team Name	Number of Members	Percent of Project Team Composition				
		Senior Management	Middle Management	Medical Staff	Employees	Other: specify
A.						
B.						
C.						
D.						
E.						
F.						
G.						

Section IV: Involvement on Teams

8. What project or ad hoc teams or committees include staff participation from Dietary, Housekeeping, or Laundry? (Please list.)

Section V: Mission Integration

9. Does your organization use an evaluation process to review projects in light of mission and values? Yes No

10. If the answer to #9 is Yes, what is that process? (Please describe.)

Section VI: Involvement with Strategic

11. Does your organization involve employees in its strategic planning? Yes No

12. If the answer to #11 is Yes, what is the process for that involvement? (Please describe. Provide a flow chart, if one exists.)

Section VII: Recognizing Involvement

13. Does the organization's formal employee performance evaluation process include criteria which recognize an employee's involvement in committees and project teams? Yes No

14. If the answer to #13 is Yes, what is the method used to accomplish this? (Please describe.)