



How to use this chart:

- Use the following chart to help you determine the appropriate leaders and representatives to be on your Professional Wellbeing Team.
- Include core members, with alternates assigned as applicable to reduce burden.
- Include as many roles as are appropriate to ensure equitable representation across departments. However, you do not have to identify roles for each box. Hospitals vary in size and complexity, so it may not be appropriate or feasible to include all of them.
- List names, titles, and contact information of the individuals who will fill these roles in the notes section.

Title	Responsibilities	Notes
OPERATIONAL LEADERS		
Chief Wellbeing Officer	<ul style="list-style-type: none">• Advocates for initiation of wellbeing programs and implements wellbeing work throughout the hospital.• Coordinates and leads the Professional Wellbeing Team; helps other team members implement wellbeing work.• Tracks metrics related to wellbeing.	
Chief Human Resources Officer	<ul style="list-style-type: none">• Provides strategic insight into human resources benefits, wellbeing programming, employee assistance programs, and other personnel responsibilities.	

Title	Responsibilities	Notes
OPERATIONAL LEADERS		
1-2 Representatives from the Diversity, Equity, and Inclusion Team	<ul style="list-style-type: none"> Facilitates an inclusive working environment. Helps identify and guide action plans from the lived experiences among healthcare workers who are underrepresented in healthcare occupations. 	
1-2 Representatives from the Patient Safety and Quality Team	<ul style="list-style-type: none"> Works on sustainable operational procedures and is responsible for measuring and tracking quality assurance/improvement key performance indicators. 	
1-2 Representatives from the Communication Team	<ul style="list-style-type: none"> Communicates to healthcare workers about workplace improvements related to wellbeing. 	
1-2 Representatives from Employee Health and Safety Departments	<ul style="list-style-type: none"> Provides deep knowledge of hospital facilities and insights into personnel issues and needs. Helps identify ongoing programs and projects related to employee health and safety. 	
HEALTHCARE WORKERS' LEADERS		
Chief Medical Officer and/or Chief Nursing Officer	<ul style="list-style-type: none"> Leads communication with clinical workforce. Provides strategic insight into integrating wellbeing work into ongoing operational improvements and other initiatives. 	
Medical Executive Community (Department Chairs)	<ul style="list-style-type: none"> Liaises between leadership and physicians. Represents values and concerns of physicians in the hospital. Supports communication and trust-building with healthcare workers about wellbeing work. 	

Title	Responsibilities	Notes
WORKER REPRESENTATIVES		
1-2 Representatives from the Nursing Council	<ul style="list-style-type: none"> • Liaises between leadership and nurses. • Represents values and concerns of nurses in the hospital. • Supports communication and trust-building with healthcare workers about wellbeing work. 	
Union Leadership or Representatives from Other Departments (as many as needed for parity with management)	<ul style="list-style-type: none"> • Liaises between leadership and workers. • Represents values and concerns of other stakeholder groups, including technicians, facilities and custodial staff, clerks, etc. in the hospital. • Supports communication and trust-building with healthcare workers about wellbeing work. 	