

**PROVIDENCE HEALTH CARE AND INLAND NORTHWEST HEALTH SERVICES
DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
CHARTER
2020-2022**

The Diversity, Equity, Inclusivity Committee of Providence Health Care (PHC) and INHS is organized to cultivate and promote a culturally appropriate environment characterized by equity and inclusivity and to ensure that caregivers and leaders demonstrate competence in awareness of, respect for, and attention to the diversity of individuals with whom they interact (persons served, personnel, families/caregivers, and other stakeholders). We are organized in keeping with the Providence Mission, Vision, Promise, Values, and Core System Strategy.

Definitions of key terms can be found in the Glossary located near the end of this Charter Document.

Providence Mission, Vision, Promise, Values, and Core System Strategy	
MISSION As expressions of God’s healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.	VISION Health for a Better World PROMISE Know me, care for me, ease my way
Values: Compassion, Dignity, Justice, Excellence and Integrity	
CORE SYSTEM STRATEGY Creating healthier communities, together: We work across our seven states, and with partners who share our values, to improve the health and well-being of everyone in our communities. Inspire and develop our people Build enduring relationships with consumers Create alignment with clinicians & care teams Develop and thrive under new care delivery & economic models Grow by optimizing expert to expert capabilities	

CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee 2020 - 2022

Diversity, Equity, and Inclusivity Committee Mission

This Committee of Providence Health Care and INHS embraces the diverse identities and experiences of those who work, live, and receive healthcare services from all our organizations. We engage in dialog and action to promote diversity, equity, and inclusion based on best practice evidence, guided by the Providence Mission, Vision, Values, and Promise. We promote education, awareness, and action to create positive outcomes for individuals, families, and the communities we serve.

Diversity, Equity, and Inclusivity Committee Vision

We strive to be a consistently accurate resource for information on racial, ethnic, and cultural awareness to promote diversity, equity, and inclusivity in employment, in business practices, and in the care and services we provide. We are becoming a healthcare organization that interactively mirrors the global community of our nation.

Authority of Committee

The committee is accountable for supporting the Providence St. Joseph Health mission and core values in strengthening a culture of workforce diversity and inclusivity and enhancing culturally competent care throughout our ministries which respects and upholds the dignity of all our caregivers, patients and community members. The committee will participate in assessing strengths and weaknesses in the service area, coordinating educational events, raising awareness, and deepening understanding of current issues in diversity.

The committee acts in an advisory role to leadership teams in identifying concerns and barriers to a culture that embraces and celebrates a diverse workforce or concerns that interfere with excellence in multicultural care. The committee also recommends areas for education and policy development and assists in planning events to promote diversity and inclusivity. The committee has the authority to charter sub committees that serve a specific purpose.

Sponsoring Group/Organization: PHC Executive Team

Ongoing Functions (Roles and Responsibilities)

- Collaboration with Educational Services partners to enhance caregiver knowledge in matters of diversity and inclusion and caregiver competence in providing culturally sensitive care
- Identify areas of organizational policy and procedure for development, implementation and review regarding issues of diversity and communicate concerns to administrative leadership teams
- Collaborate with HR partners in monitoring recruitment, onboarding and retention efforts that welcome a diverse workforce
- Collaborate with HR partners in ensuring accountability for values-based behaviors throughout the ministries regarding issues of diversity/inclusivity

**CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee
2020 - 2022**

- Research tools and practices for improving multicultural care for our patients in all settings
- Collaborate with other System diversity/inclusivity committees
- Identify and strengthen community partnerships that provide collaborative opportunities to support diversity and inclusion.

Committee Member Structure

Required Key Roles	Partner Roles
PHC Executive Team	Clinical Effectiveness
SHMC Director Mission Integration	
HFH Director Mission Integration	
Continuued Professional Development	
PHC Community Benefits	
INHS Human Resources	
HFH/SHMC Human Resources	
PMG Human Resources	
Spiritual Care	
Steven's County	
St. Lukes Rehabilitation Hospital	
Pharmacy	
Communications	
Security Services	
PMG Representative	
Community Mission Board Member	
Ethicist	
Dietary	
Environmental Aide	
Social Worker	
Surgical Services	
Risk Management	
Compliance	

CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee 2020 - 2022

Roles on the Committee

- Executive Sponsor (ES): Senior leader who helps the team to stay on course and removes barriers to success.
- Chair: One-year term
- Vice Chair: One-year term, Chairs meetings in absence of chair, assists in setting committee direction and agendas, with the intention of assuming the chair role the following year.
- Member (M): The main body of the group.
- Staff (S): Facilitators, project managers, administrative assistants, etc. who are critical to the smooth function of the group.

Expectations of Members

- Attendance: Members are expected to make every effort to attend all committee meetings.
- Community Outreach: Members are expected to attend at least one cultural event in the community per year.
- Material Review: In an effort to enable fully-informed discussions, members are expected to review all available material prior to each meeting.
- Communication to Respective Leadership Teams: Minutes, updates and recommendations are shared with ministry leadership teams.
- Facilitation: The committee facilitator is the primary point of contact and responsible party for administrative items relating to the committee, such as:
 - Agenda management
 - Communication to members
 - Storage of presented and other historical materials
 - Production of meeting notes / WWWs (action items)
 - Maintenance of dashboards, trackers, portfolio and other tools & documents
 - Meeting time management (time keeper)

Meeting Frequency: Monthly and ad hoc necessary to plan, report on, and evaluate events.

Sunset: The committee charter will be re-evaluated as needed, but at least annually (December- January).

**PROVIDENCE HEALTH CARE AND INLAND NORTHWEST HEALTH SERVICES
DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
CHARTER GLOSSARY**

Diversity is defined as recognizing, respecting and addressing the unique needs, worth, thoughts, communication, actions, customs, beliefs and values of all persons served, personnel, families, caregivers and the community.

Equity is defined as the quality of being fair and impartial, ensuring the provision of just treatment for all who are employed by or seek services from an organization.

Inclusivity involves a clear recognition that individuals are sometimes treated unfairly or excluded because of their differences. To strive for inclusion means engaging all individuals in meaningful ways and proactively removing barriers to participation.

ADDENDUM 1
PROVIDENCE HEALTH CARE AND INLAND NORTHWEST HEALTH SERVICES
DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
CHARTER

2020 Goals and Objectives

- Promote an environment where caregivers are attentive to the cultural of inclusivity, which are reflected in our attitudes, organizational structures, policies and procedures, and service delivery.
- Promote coordination and integration of diversity and inclusivity activities from committees, departments, organization-wide functions and our community.
- Communicate Diversity and Inclusivity activities and findings to all pertinent staff to ensure their activities support participation in the plan.
- Provide ongoing education to staff on Diversity and Inclusivity.
- Monitor and comply with applicable policies, standards, regulations and laws set by the organization, local, state and federal law and other relevant regulatory or accrediting bodies.

2020 Tactics

Implementation Timeline	Tactics	Assigned Owner	Measurement of Success
Q1 2020	PHC Assessment: Develop proposal recommendations from a Diversity & Inclusivity lens <ul style="list-style-type: none"> • Review City of Spokane Diversity & Inclusivity plan and perform gap analysis with PHC charter to ensure alignment • Review City of Spokane Social Justice Plan 	Sara Clements Sampson	
Q1 2020	Micro education 101 - Develop and implement PHC Diversity & Inclusivity 101 micro education for core leaders and caregivers include a quarterly theme <ul style="list-style-type: none"> • Encourage 2020 development goal for core leaders to trickle down to caregivers 	Katie H., Andi C., Alli, Deb, Julie	
Q1 2020	Breaking Bread: organize structure for caregiver series	Cindy Fitzgerald, Anna Franklin	

**CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee
2020 - 2022**

Q1 2020	Community Engagement: continue to focus on and support community engagement and events, including but not limited to: <ul style="list-style-type: none"> ○ Martin Luther King Day ○ United Way Alice Simulation ○ YWCA Stand Against Racism 	Rene Campagna Ipo Wright Anna Franklin	
Q1 2020	Provide Q1 status report to PHC Executive team	Anna Franklin/Becky Nappi	
Q2 2020	Escalation and response plan for caregivers and patients: <ul style="list-style-type: none"> • Communicate discrimination and micro aggression incidents involving themselves, peers, providers, patient and families. • Develop guides to assist leaders in responding quickly to reports of discrimination and micro-agressions • Present proposal to PHC Executive team for review and approval 	Julie Holland Stacia Franz Healthier Integrity Compliance PMG Ops PeriOp Volunteer Services Tracy McCall	
Q2 2020	Provide Q2 status report to PHC Executive team	Anna Franklin/Becky Nappi	
Q3 2020	Prepare and share side by side comparison of PHC and local community demographics – partner with HR and Health District	TBD	
Q3 2020	Unity in the Community	TBD	
Q3 2020	Provide Q3 status report to PHC Executive team	Anna Franklin/Becky Nappi	
Q4 2020	Host Culture of Poverty Training	Sara Clements Sampson	
Q4 2020	Consider and plan to initiate select caregiver resource groups in 2021	Committee	
Q4 2020	Provide Q4 status report to PHC Executive team	Anna Franklin/Becky Nappi	

**CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee
2020 - 2022**

2020 Committee Members

Member Name	Title	Council Role
Banda, Christina	Sr. Project Manager, Clinical Effectiveness	Member
Benlitifah, Danya	Management Support Asst, Cardiac Care Transplant	Member
Bowker, Silvia	Mgr Physician Practice III, PMG Neurology General	Member
Chatburn, Andi	WA-MT Regional Ethics Director	Member
Clarry, Ryan	Project Manager, Strategy Planning	Co-Chair
Clements-Sampson, Sara	Community Health Investment Manager	Member
Clode, Jeffery MD	CMB Board Member	Member
Cramer, Jessie	Process Improvement Consultant	Member
Cummings, Amy	Mgr Pop Health/Acctbl Care PHC, Population Health	Member
Currie, Peg	COO PHC	Co-Sponsor
Davis, Jeffery	Hospitality Concierge, Dietary	Member
Driskel, Ty	Mgr Physician Practice III, PHC PMG	Member
Fitzgerald, Cindy	Director Continuing Prof Development	Co-Chair
Franklin, Anna	Director Clinical Effectiveness	Chair
Franz, Stacia	Chief HR Officer- INHS	Member
Gorka, Kay	Director of Spiritual Care Services	Member
Haupt, Luke	Medical Assistant, Cert.	Member
Heger, Marilyn	Director Risk Management	Member
Hettal, Katie	Principal Itm consultant	Member
Hickman, Mary-Grace	Administrative Fellow, WAMT Region Admin	Member
Hurtubise, Justin	Project Mgr Sr Clinical Effect, Clinical Effectiveness	Member
Hyams, Allie	Sr Manager, Communications	Member
Kinney, Cora	HR Business Partner PSJH, Hrpsps	Member
Kleiderer, John	WA-MT Regional CMO	Executive Sponsor
Maxwell, Brandie	Supv Onsite Access, Patient Access	Member
Mayer, Christiana	Social Worker in Collaborative Care, PMG	Member
Moore, Mary Jo	Dir Critical Care Telemetry, Nursing Administration	Member
Morris, Deborah	Administrative Assistant, Lead	Member
Murray, Pamela	Program Manager, Workforce Development	Member

**CHARTER, Providence Health Care and INHS Diversity, Equity, & Inclusivity Committee
2020 - 2022**

Nappi, Becky	Chief Mission Officer- Sacred Heart	Member
Oliver, Derrick (D.O)	HR Generalist	Member
Orchard, Julie	HR Manager	Member
Parker, Molly	Staff Nurse, Surgical Services	Member
Ray, Lara	Program Manager, Rehabilitation Services	Member
Reitan, Shannon	Mgr Physician Practice RN, PMG Clinic Ops	Member
Revuelta-Cervantes, Marisela	Prospect Research Mgr., Foundation	Member
Sisco, Joan	Mgr Dominicare, Home Health Care Srvs	Member
Smail, Suzanne	Staff Pharmacist, Pharmacy	Member
Statwick, Unyong	Mgr Clinical Pastoral Educ, Certified Pastoral Education	Member
Sulpizio, Heather	HR Business partner PSJH	Member
White, Cecelia	HR Business Partner INHS	Member
Wright, Ipo	Administrative Assistant	Member