

Hospital Workgroup Responsibilities

Participant/Chairperson

	Participant Responsibilities	Chair Responsibilities
EXPECTED ACTIONS	<ol style="list-style-type: none"> 1. Understands and supports HoW Mission and Charter 2. Offers perspectives and ideas 3. Actively participate in meetings, discussions, and decisions 4. Volunteers for action items and follows through with them 5. Shares resources, knowledge, skills, and expertise 6. Communicates HoW activities within home organization 	<ol style="list-style-type: none"> 1. Facilitates meeting setting 2. Promotes effective group dynamics 3. Maintains meeting focus 4. Guides the HoW group to fulfill HoW Mission and Charter requirements 5. Provides direction and support 6. Encourages participation and involvement from all members 7. Assists in implementing action items 8. Prepares meeting materials
ATTENDANCE	<ol style="list-style-type: none"> 1. Informs the chairperson if unable to attend meeting 2. Arranges for a substitute to attend, if feasible 	<ol style="list-style-type: none"> 1. Provides a list of scheduled HoW meeting dates 2. Strives to maintain meeting schedule 3. Identifies start and end times of the meeting
COMMUNICATION	<ol style="list-style-type: none"> 1. Determines mechanism for receiving communications from the chairperson 2. Develops process for distributing pertinent information within home organization 3. Provides feedback to HSAG 	<ol style="list-style-type: none"> 1. Keeps HoW members updated with facts and information 2. Provides minutes for each meeting, including: <ul style="list-style-type: none"> • Members present • Discussion points • Decisions • Action items
AGENDA ITEMS	<ol style="list-style-type: none"> 1. Assists in determining future agenda items 	<ol style="list-style-type: none"> 1. Assists in determining future agenda items 2. Assures that the item has a designated responsible person 3. Provides the time allotted for the agenda item

Participant Responsibilities

EDUCATION

1. Provides feedback
2. Offers support
3. Spreads appropriate ideas through home organization

Chair Responsibilities

1. Provides general project information/results, as applicable
2. Distributes appropriate educational material