



## **Temporary Charter: Patient and Family Partnership Council**

### **Title:**

Patient & Family Partnership Council (**PFPC**)

### **Temporary Charter Status:**

This charter is intended to guide the founding of the **PFPC**. The temporary charter will assist in the formation of the founding **PFPC** members and provide support and stability to the **PFPC** during its formation. This charter shall be in effect for 1 year from the date of its acceptance by the Organizational Culture Council. After the **PFPC** has operated for 1 year, the **PFPC** is directed to create a permanent charter to be submitted for approval by the Organizational Culture Council.

### **Purpose:**

This charter aims to provide a set of guidelines to assist in defining the roles and responsibilities of the **PFPC**. To foster a culture of person-centered care at Cody Regional Health where staff, patients, residents, and families consistently experience quality, compassion, and partnership, this council is chartered to:

- Uphold the Cody Regional Health mission, vision, and values using Planetree recommendations and resources.
- Promote partnership and community engagement in Cody Regional Health's organizational structure and healthcare practices.
- Provide insight into patient and family preferences in the healthcare setting.
- Collaborate with other Planetree and person-centered care committees to facilitate their goals and initiatives within the organization.

### **Membership Qualifications:**

Active participants on the **PFPC** are members within the community that:

- Have, or are currently receiving care within the Cody Regional Health healthcare system.

- Holds a genuine interest in seeing Cody Regional Health improve and excel in its mission, vision, and values.
- Collaborates with hospital staff as well as other patients and family members in identifying and solving problems.
- Embraces change and continually seeks to find better ways to provide healthcare.
- Believes person-centered care should drive our decision-making.
- Bring values and diversity to the team.

### **Membership Composition and Term Limits:**

The **PFPC** members will include representatives from current Cody Regional Health staff, past and/or present patients, and family members of past and/or present patients. Based on the organization's needs, the committee's size shall range from 16 to 26 members. The **PFPC** Review Team will attempt to allow an equal number of positions for both patients and family members. Individual members shall be evaluated on an annual basis with the evaluation month being July. Individuals interested in membership in the **PFPC** shall apply for membership to be reviewed by the **PFPC** review team. Use of the formal **PFPC** application is required. Individuals must accept and sign a copy of the PFPC charter in order for their membership to be valid.

No Term limits shall be set forth for employees of Cody Regional Health who are members of the **PFPC**. No term limits shall be set forth for patient or family **PFPC** members. **PFPC** member's interest and commitment shall be re-established each year during the annual evaluation held in July. **PFPC** patient and family members hold a voluntary position and are always within their right to step down from their position on the **PFPC**. **PFPC** members may also be asked to step down at any time by the **PFPC Review Team** or by the **Organizational Culture Council** should either team or council deem it necessary.

The **PFPC** shall have a Temporary Leadership Structure to assist in the formation of **PFPC**. These 3 individuals will comprise the PFPC Review Team as well. The Temporary Leadership Structure of **PFPC** shall consist of the following Cody Regional Health employees:

1. Sr. Leader Oversight: To be determined
2. Chair Person: Planetree Coordinator
3. Vice Chair Person: To be determined and approved by Sr. Leader and Chair.  
(Preferably a Director with a clinical background or role.)



The Temporary Leadership Structure shall be in place until the following conditions are met:

1. A minimum of 10 patient and/or family members have joined the **PFPC**.
2. The **PFPC** Review Team has selected a patient and/or family member to act as Co-Chair as part of the Permanent Leadership Structure.

The Permanent Leadership Structure shall be established once the Conditions above are met. These 4 individuals will comprise the PFPC Review Team as well. The Permanent Leadership Structure shall consist of the following members of **PFPC**:

1. Sr. Leader Oversight: To be determined
2. Co-Chair: Patient or Family member of **PFPC**
3. Co-Chair: Planetree Coordinator
4. Clinical Advisor: Previous holder of Vice-Chair position if possible or selected by Sr. Leader.

If a Planetree Coordinator position is vacant or long-term leave is requested, a representative may be selected from the Organizational Culture Council to serve as interim chair or co-chair. The interim chair or co-chair is designed for the temporary absences of the planetree coordinator. Chair or co-chair can serve for a maximum of 2 years and are eligible to step down at 1-year.

### **Roles & Responsibility of Membership:**

All members of the **PFPC** shall make every attempt to do the following:

- Attend scheduled meetings.
- Actively participate in decision-making through effective communication.
- Serve on person-centered work groups or initiative committees if appropriate.
- Complete assigned committee work by outlined deadlines.
- Role model the organizations' mission, vision, values, and Planetree philosophy.
- Consider the human and financial resources of the organization in the decision-making process.

- The council members will seek to increase their understanding of Planetree principles and promote Planetree with caregivers, patients, and families to foster a person-centered care environment.
- The patient and/or family **PFPC** co-chair will act as an honorary member of the Organizational Culture Council and will act as a liaison between the two groups.

(Temporary Leadership) Chair Person Role:

- Scheduling of meetings
- Agenda Creation
- Running of the meeting
- Maintain communication with Organizational Culture Council
- Presentation to senior leadership as needed

(Temporary Leadership) Vice- Chair Person Role:

- Meeting minutes
- Roles and responsibilities of the chair person in their absence.

(Permanent Leadership) Patient and/or Family Member Co-Chair & Planetree Coordinator Co-Chair

*\* Co-Chair positions will share the following duties as needed.*

- Scheduling of meetings
- Agenda Creation
- Running of the meeting
- Honorary member of Organizational Culture Council
  - Reporting to Organizational Culture Council
- Presentation to senior leadership as needed
- Participate in the PFPC Review Team

(Permanent Leadership) Clinical Advisor

- Meeting minutes
- Roles and responsibilities of the Planetree Coordinator Co-Chair in their absence.
- Participate in the PFPC Review Team

(Permanent Leadership) Sr. Leader Oversight

- Provide Sr. Leader oversight
- Participate in PFPC Review Team

*\* When the Vice-Chair Person is not a member of the Senior Leadership, the senior leader will be required to assist the Chair Person and Vice-Chair Person in their various functions. This is pertinent to organizational culture council initiatives that require Senior Leader review/approvals.*

*\*\* When appropriate, proposals and initiatives may need to be voted on. A quorum will be defined as the majority of members present at the meeting. At the discretion of the Chair Person or Co-Chairs, voting may be electronic between meetings, or a special meeting may be called for in-person voting.*

*\*\*\* Members are expected to fulfill the roles and responsibilities outlined above. If a member is unable to attend a scheduled meeting, they are responsible for contacting the Chair Person/ Co-chairs in advance and reviewing meeting minutes to remain up to date on council initiatives.*

### **Meeting Dates & Times:**

The **PFPC** will meet once a month once established and will create a scheduled time that works best for the patient and family members of the group. **PFPC** meetings must have both hospital as well as patient and/or family members present. If one group is unable to be present, any official business should be held until both groups are present to adhere to the spirit of partnership the **PFPC** is centered around. Monthly meetings will be one hour long. Additional meetings and extended meeting times may be scheduled based on council and organizational needs.

### **Record Keeping & Reporting Structure:**

Records are required for all minutes, agendas, PowerPoint presentations, etc. Once finalized, all documents will be available for access by members of the **PFPC**. The Chair Person/ Co-Chairs will ensure proper records are maintained.



**PFPC Reports To:**

- Sr. Leadership
- Organizational Culture Council

**PFPC Charter Review:**

The Temporary **PFPC** Charter will be reviewed prior to implementation and must be ratified by the Organizational Culture Council.

After 1 year, the **PFPC** will review the Temporary **PFPC** Charter and will submit any revisions to be approved by the Organizational Culture Council. This revised charter will then be adopted as the Permanent **PFPC** Charter.

**PFPC Charter Agreement:**

By signing below, you agree to participate as a member of Cody Regional Health's Patient & Family Partnership Council. By signing below you are agreeing to adhere to the structure and expectations of the PFPC and will do your every best to uphold the Mission, Vision, and Values of Cody Regional Health while performing your duties as a volunteer on the PFPC.

Patient & Family Partnership Council Member

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Patient & Family Partnership Council Chairperson or Sr. Leader Witness

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_