# OB PCC GROUP CHARTER

**Purpose:**

Why does this group exist?

The OB PCC Group functions as a forum for collaboratively making decisions that improve care & clinical practice within the Womens PCC. Recommendations, policies, etc will be forwarded to the OB/GYN Executive Committee when appropriate.

A charter shall serve as an agreement about the work and membership of the OB PCC Group. The charter shall be created with input by the co-chairs, members of the group, and key stakeholders.

**Notes:**

**Givens or Boundaries:**

What boundaries are there for this group’s work and decision-making?

The OB PCC Group will meet the third Tuesday of the month From 5P to 6:30P.

At least one of the co-chairs must be in attendance at the meeting to participate in partnership with the group, supporting & promoting a consensus process to foster participation.

Agenda items may come from other PCC groups, the PCC Executive Committee, management, the satisfaction team, finance, and staff. Agenda items must be submitted no later than two weeks prior to the meeting. Decisions cannot be made for other stakeholders outside of the OB arena or those who do not participate in the discussion/decision process.
## OB PCC GROUP CHARTER

### Agenda Setting

**Process:**

**What items should be on the agenda? How is the agenda determined?**

The Chairperson(s) will prioritize proposed agenda items. They will plan the meeting agendas together. At the co-chairs’ discretion, issues not appropriate to the group’s scope will be otherwise directed, with follow-up to the group.

The formal agenda should include:

1. Agenda topics categorized according to ELEVATE pillars
2. A presenter for each agenda topic to be discussed
3. Allotted discussion time for each agenda topic
4. Agenda conclusion and meeting evaluation

The agenda should be emailed out to the members no later than 3 days prior to the meeting.

**Co-chairs will ensure agenda items are scheduled so that the appropriate stakeholders meet with the group and share in decision making.**

### Membership

Membership in the OB PCC Group will include the Medical Director of Labor and Delivery, a Maternal Fetal Medicine physician, Assistant Administrator Woman’s PCC, Managers of Labor and Delivery and 4 East, SON-CNM Director or representative, SOM-CNM Director or representative, NICU management, NICU Medical Director, Newborn Nursery Medical Director, Newborn Nursery Assistant Manager, OB Anesthesia, Unit Board chair from Labor and Delivery and 4 East, Educators, and a resident. A member from Crew Resource Management, Social Work, Advanced Practice Nurse or Case Management shall be invited as needed.

### Decision-Making

**Process:**

**How will final decisions be made in the group? What is the fallback to decisions?**

Decisions will be made by consensus agreements. Decisions will **not** be made by majority vote, or voted by representatives. One of the co-chairs will serve as a facilitator of the process.

All perspectives will be heard & understood in exploring an issue. Clarifications, more information, data and examples will be used to build common understanding. Information to
## Decision-Making Process (cont):

If non-agreement?

be agreed on will include data, examples, evaluation criteria, and a timeline to revisit the decision.

The following will be used as fall-back for decision making in order, if group consensus cannot be met:

- The group, including the co-chairs, reaches consensus or
- The co-chairs decide based on input from the group as a whole or
- The co-chairs decide based on input from individuals or
- The co-chairs decide and announce after consultation with the PCC Leadership Executive Committee.

## Roles & Responsibilities:

All members of the OB PCC Group have the responsibility to take ownership of this group as the forum for sharing ideas and participating in decision-making.

Co-chairs of the OB PCC Group are responsible for the following outcomes:

- Agenda items are solicited from members and key stakeholders.
- A formal agenda is planned and communicated at least three days before the group meets. The agenda includes desired outcomes and agreements for each agenda item.
- Presenters of information, data, recommendations are prepared before the meeting in order to use meeting time effectively.
- There is a recorder scribing key agreements and action steps. Meeting records are also kept current and available to the group. Meeting records document the work and decisions made for improvements and changes.
- A meeting is led as an orderly and efficient meeting; ground rules and time limits are respected.
- At the end of the meeting, everyone knows what action steps are required, who is responsible + a due date.
- Key decisions should include evaluation criteria and timeline for the group's review of progress on the decision.
- Every meeting is evaluated, to gather feedback on how to improve the collaboration and make better decisions.
**Roles & Responsibilities (cont):**

Co-chairs are also responsible for the following outcomes:
- Sustain focus, aligning with the goals of the PCC.
- Co-chairs are well-prepared with accurate information to participate in decision-making.
- Fostering the differing ideas are heard & understood; no one is attacked for a question, a concern.
- Expressing one’s own view and perspectives as leadership within the group discussions.
- Creating a positive and effective environment for resolving problems for a win-win.

**Ground Rules:**

Ground rules are created by the group & its leadership. It is a list of the behaviors that will foster the members listening to understand each other and working collaboratively to reach consensus.

1. Be on time
2. Listen to others
3. Everyone’s opinion is valued
4. One person speaks at a time
5. Respect all ways (always)
6. Individual participation goals = 50% attendance of meetings
7. Work for consensus
8. Stick to agenda items
9. Silence pagers and cellular phones