

## DEA&I ADVISORY GROUP EXPECTATIONS



### Understanding roles and responsibilities to achieve our goals

By setting clear expectations, the DEA&I Advisory Group can clearly understand what's needed to operate effectively, remain focused on our mission, and make a meaningful impact on fostering an inclusive and equitable workplace.

## EXPECTATIONS

1. **Group membership commitment is two years.** (*Time already served in 2023 and 2024 is recognized as part of that commitment.*)
2. **Active Participation.** Members are *encouraged* to attend, either in person or via Teams, all advisory group meetings and are *expected* to attend minimum of four out of the six meetings a year. They should actively participate in discussions and contribute their insights and perspectives.

Regular attendance and engagement are expected at DEA&I events and advisory group activities with a minimum of one event per year. Each Advisory Group member is expected to also be an active member in one of the three subcommittees below.

- **Education & Awareness:** This group creates a variety of education/awareness opportunities for the DEA&I Advisory Group, team members (*clinical practitioners and non-clinical*), leaders, and community leaders/members to foster our mission. This includes:
  - + Creating regular communication updates to team members, inviting guest speakers to committee meetings, themed brown bag education/awareness lunches, etc.
  - + Engaging with various community leaders, sharing our DEA&I mission, efforts and desire to collaborate.
  - + Educating clinical practice teams to help them in creating a healthcare environment that respects and values diversity and inclusion, promotes equity, and delivers culturally competent care. This can include creating signage throughout our clinical areas to visually reinforce our DEA&I commitment, serve as a "safe environment," and remind team members, patients, and visitors about how Augusta Health values the importance of inclusive practices.
  - + Integrating DEA&I awareness into the New Team Member Orientation and New Leader Orientation programs and influencing the addition of DEA&I awareness in department/unit onboarding for new hires and transfers. This sets the tone of inclusivity from the start and helps new hires understand the organization's values, fosters a sense of belonging, and encourages inclusive behavior.
- **Outreach & Membership.** Build stronger connections with diverse communities and enhance our outreach efforts internally and within our communities. This includes:
  - + Creating and updating the DEA&I monthly calendar. (*Includes cultural holidays, community events, national observance days dedicated to DEA&I, and other activities throughout the year.*)
  - + Planning volunteer opportunities, events, and other engagement opportunities (*internal and external*)

## DEA&I ADVISORY GROUP EXPECTATIONS

- **Policies & Practices:** Review and update policies through a DEA&I lens: recommend new policies that promote DEA&I across the organization.
  - + For clinical and non-clinical staff
  - + *Example:* Creating a transgender care policy; checking with other organizations on how to implement.

There will be one to two **Steering Committee members** on each subcommittee who will work closely with the group to help set the framework, get organized, and guide them as they move forward to take meaningful action. Their role is to provide support, share expertise, and ensure alignment with our broader DEA&I strategy. This collaborative approach is designed to empower each subcommittee to effectively drive our DEA&I goals and make a lasting impact across the organization. Below are the Steering Committee assignments.

- *Education & Awareness:* Cynthia Young, John Girard
- *Policies & Practices:* Stephanie Mims, Cecilia Carpenter, Rebeca DePoy
- *Outreach & Membership:* Glen Holman, Lori Showalter

3. **Communication and Advocacy.** Members should effectively communicate DEA&I goals, initiatives, and progress to the wider organization and community members, serving as advocates for our Augusta Health DEA&I initiatives. They share information about the group's work with colleagues, encourage their participation in DEA&I activities, and represent the group at organizational events.

## LEVERAGING RESOURCES

The Advisory Group and subcommittees' mission cannot be accomplished in a silo; it requires tapping into the collective knowledge and resources of our broader organization and beyond to drive meaningful and sustainable change. Below are ways to make our initiatives truly impactful:

- Engage with colleagues and other internal groups/departments/units and teams to get insights and perspectives and to understand things like workforce data, HR or operational practices. Collaboration will help us create more inclusive and representative initiatives.
- Use focus groups to gather direct feedback from our leaders, providers, and team members, particularly from underrepresented groups. This will help us understand their experiences and needs to shape our actions accordingly.
- We should also look outward, benchmarking our practices against those of other organizations committed to DEA&I. Learning from their successes & challenges can help us refine our own strategies.

## PAY PRACTICE

Non-exempt team members should be paid for time served in all DEA&I group & subcommittee meetings. For project work done beyond these meetings, members should be paid up to four (4) hours of "non-productive or educational time" per month when pre-arranged and approved by their manager. Participation in Augusta Health DEA&I sponsored activity/events outside of scheduled work hours are considered volunteer service hours.