
DEI COMMITTEE NEW MEMBER ORIENTATION



WELCOME!

Created Fall 2023

AGENDA

- Short **history** of DEI committee and its origins
- DEI archives and current **resources on Intranet**
- **Leadership** structure and support (co-chairs, ambassadors, & coordinator roles)
- **Community Agreements**
- Current **organizational projects** related to DEI
- Ongoing **tasks & events**
- Q&A

A SHORT HISTORY OF THE GROUP & ITS ORIGINS

In the summer of 2020, in response to national attention on systemic racism, VMG began our DEI journey. We created an Anti-Racism committee and later hired an external consulting firm - Human in Common (HIC). HIC conducted a company-wide survey/assessment and conducted Anti-racism training for managers. Their survey/assessment findings led to our current DEI committee and a newly created part-time DEI coordinator position.

Our committee's mission is to:

- Foster a culture that includes and values diverse social identities where staff and patients feel welcome working and receiving services.
- Strive to interact with our patients and staff equitably with respect and dignity.
- Seek feedback and revise VMG policies and procedures as needed.
- Provide all staff with the tools necessary through dialogue and education to support the work of being a diverse, equitable, and inclusive organization.

ARCHIVES & CURRENT RESOURCES ON INTRANET



IMPORTANT INFORMATION LINKS

[HOME](#) | [TELEPHONE INFORMATION AND DIRECTORIES](#) | [PHOTO DIRECTORIES](#) | [SUGGESTION BOX](#)

[EGGPLANT NEWSLETTERS](#) | [INFORMATION FOR VMG PRACTITIONERS](#)
[NEW PRACTITIONER ONBOARDING INFORMATION](#) | [EMPLOYMENT OPPORTUNITIES](#)

[DM EDUCATIONAL](#) | [NUTRITION PROGRAM OFFERINGS](#) | [LABORATORY](#) | [PEDIATRIC PEARL](#) | [REFERRALS](#) |
[DEI COMMITTEE](#) | [BILLING WORKGROUP NEWSLETTERS](#)

[QUALITY AND REPORTING](#) | [EXECUTIVE DASHBOARD](#) | [CLINICAL GUIDELINES](#) | [CLINICAL CHAMPIONS UPDATES](#)

[AthenaTelehealth Training Information](#)

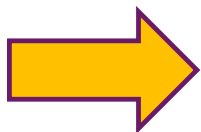
ARCHIVES & CURRENT RESOURCES ON INTRANET

Diversity, Equity, Inclusion Committee

[DEI Charter](#)

[DEI Ambassadors](#)

[DEI Committee Application](#)



[DEI Committee Meeting Minutes](#)

[DEI Committee Member Roles & Responsibilities Description](#)

[DEI Survey Results July 2023 – Summary](#)

[Explanation of our VMG flags](#)

ARCHIVES & CURRENT RESOURCES ON INTRANET

Diversity, Equity, & Inclusion Resources

DEI Training Videos

- [Introduction to Diversity, Equity and Inclusion \(DEI\) Training Video](#)
- [Foundations of Diversity, Equity, & Inclusion](#)
- [Building an Inclusive Workplace Culture Training Video](#)
- [Personal Pronouns at Work](#)
- [Psychological Safety Across Difference](#)
- [Microaggressions & How to Respond](#)

[Articles on bias & discrimination in health care](#)

[DEI Blog: Pearls of Wisdom](#)

[DEI Terms & Glossary](#)

[Health Equity Moment](#)

[Pronoun Usage](#)

Quick Links

[ADP](#)

[Annual Training](#)

[Athena](#)

[Athena BACKUP Site](#)

[Athena Training Videos](#)

[Clinical Operations Updates](#)

[Coaguchek Link](#)

[Diversity, Equity, & Inclusion Resources](#)

[Dulcian Download](#)

[Duo SSO](#)

[Employee Incident Report](#)

[Employee Referral Program](#)

[Entering PTO time in ETime](#)

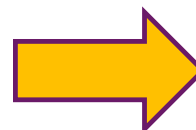
[Fit Testing](#)

[Intranet Content Request Form](#)

[Interpreter - Audio from Office or Home](#)

[Interpreter - Video For Office Visits](#)

[Interpreter - Video Visits on Zoom](#)



LEADERSHIP STRUCTURE AND SUPPORT (CO-CHAIRS, AMBASSADORS, COORDINATOR ROLES)

Our committee is facilitated by two co-chairs (who must have served six months to be eligible). Their tasks include:

- ADMIN
 - Setting the agenda & facilitation of monthly meetings and taking meeting minutes and posting them on the Intranet
 - Keeping a roster of members; taking attendance; communicating at the end of the year with the finance dept.
 - Coordinating the monthly Diversity calendar educational communications to “all staff”
 - Near year-end, coordinate monthly meeting times for the following year and create calendar Invites w/ Zoom link
 - Near year-end, provide a detailed summary to senior leadership of our initiatives and accomplishments
- ADVOCACY
 - Provide support and outreach to current members
 - Comment on and offer feedback regarding important discussions between members and leadership
 - Advocate for and represent DEI amongst staff and during leadership meetings
 - Ongoing communication with DEI Coordinator (part-time staff member) – currently on a monthly schedule
 - Support and advocate for DEI coordinator with the larger VMG community
- RECRUITMENT
 - Send recruiting emails for new members & have initial conversations with interested staff prior to their applying

LEADERSHIP STRUCTURE AND SUPPORT (CO-CHAIRS, AMBASSADORS, COORDINATOR ROLES)

DEI Ambassadors program launched in March of 2023

Ambassador role description:

- This person will amplify DEI education opportunities, be available to hear concerns and refer to DEI Coordinator or HR as necessary, and be a general DEI resource at their center.
- A thorough understanding of the VMG's anti-discrimination/harassment policy is required prior to assuming this volunteer role.
- One member of the DEI Committee will serve as a liaison and familiar face of the DEI Committee to each health center. 4 Ambassadors total.
- Terms: One year (Jan-Dec) and may be extended for a 2nd year with DEI Committee agreement.
- Eligibility: Active on the DEI Committee and be an ambassador at a health center where they keep at least part-time regular hours. **Role open to new members!**

LEADERSHIP STRUCTURE AND SUPPORT (CO-CHAIRS, AMBASSADORS, COORDINATOR ROLES)

DEI Coordinator's Primary Responsibilities:

- Collaborate across all four health centers to lead initiatives to increase belonging and inclusion.
- Educate and train employees and staff on DEI in the workplace and in our work with patients.
- Develop approaches to aid in the hiring and retention of a diverse workforce.
- Work in partnership with Human Resources to ensure complaints and grievances related to DEI are addressed in accordance with applicable laws, statutes, and regulations.
- Provide advice and feedback to the Senior Leadership Team on DEI.
- Track accountability and performance assessment measures in support of DEI-related initiatives.
- Work closely with the DEI Committee to provide leadership and guidance on DEI efforts.

DEI COMMITTEE COMMUNITY AGREEMENTS

- **Hold Space:** Listen actively to all members and understand rather than argue, display open and honest communication, learn from each other, come with curiosity, and share at a level that you feel comfortable.
- **Respect:** value each other's voices, perspectives, pronouns, identities, and backgrounds. Allow everyone to speak and be heard.
- **Participation:** Be encouraged to participate. Your participation and attendance guide this work and allow for input.
- **Confidentiality:** Disclose your feelings and experiences, not those of someone in your group; what's shared here stays here, what's learned leaves here.

Recently discussed allowing for grace for yourself and your peers and giving one another the benefit of the doubt.

CURRENT ORGANIZATIONAL PROJECTS RELATED TO DEI

- **DEI Survey (completed in July)** - Prepared full report (21 pages) and summary report (1 ½ pages) as well as communication to all staff with a Recap on 8/2.
- **Baycare/More Inclusive Healthcare's training on REaL patient data** – approx. 100 VMG staff participated
- **REaL & SOGI patient data collection** beginning 10/1 with newly created supporting resources and two trainings
- Creation of several **DEI self-paced trainings**:
 - *Building an Inclusive Workplace Culture Training Video*
 - *Personal Pronouns at Work*
 - *Microaggressions & How to Respond*
 - *Psychological Safety Across Difference*
- **Health Equity Moment** - Monthly content development
- **DEI 'pearls of wisdom'** - Creation of a blog/content (3-4 communications per month). Launched on 8/17.
- **In-person listening sessions** at each center in August (two at each center plus online)
- Continue reviewing all **patient forms** for gendered language (over 600 forms)
- **Social Networking Group** - TBD

ONGOING TASKS AND EVENTS

We need member volunteers to lead/participate:

- Monthly **Diversity calendar** educational communications to “all staff” (calendar of recognition days/holidays)
- **Hampshire Pride** in May
- **Franklin Pride** in June

STIPEND AND DAY/TIME FOR MEETING

Just so you know:

- ✓ We meet monthly on the first Tues. of each month from Noon-1pm via Zoom
- ✓ DEI mtgs are considered 'outside of the lunch' hour. This decision was approved by senior leadership.
- ✓ All DEI committee members will be offered a stipend, in the amount of \$40 dollars for every meeting that they attend, with a maximum of \$500 per year.

Q&A

