

Shared Governance

VANDERBILT UNIVERSITY
MEDICAL CENTER

Nursing Administrative Board Charter

Purpose:

- The NAB functions as the forum for operational planning of strategic decisions with particular emphasis on enterprise wide nursing initiatives

Scope of work:

- Accountable for operational planning for nursing strategic and institutional initiatives with particular emphasis on those that impact nursing
- Consider items referred to/from other nursing boards within the Shared Governance structure
- Actively lead, participate, communicate and execute approved plans, initiatives and evaluate results

Agenda setting Process:

- All NAB members will provide input for agenda planning, and co-chairs make final revisions to the agenda
- Agendas are distributed 1 week prior to all meetings
- Agenda requests will be submitted electronically via the Shared Governance website at least 2 weeks in advance of meeting
- Align work with Pillar Goals, strategic plans, and quality initiatives

NAB Membership:

- All of the Nursing Executive Board
- Administrative Directors/Assistant Administrative Directors
- Nursing Directors with Medical Center-wide responsibilities (i.e. Corporate Nursing)
- Others at the discretion of the Executive Chief Nursing Officer

Decision Making Process:

- Decisions will be made by consensus after discussion to arrive at final decision
- All NAB members are expected to provide input, position, and interests
- The board will make recommendations for action steps, implementation and evaluate effectiveness and outcome measurements
- If agreement by consensus cannot be reached, the co-chairs will take the action item to the ECNO for a decision

Roles and Responsibilities:

- All members of the NAB
 - Attend all meetings or make provisions for representation of ideas and opinions with another member
 - Contribute topics to the agenda
 - Participate in discussions and decision making
 - Actively support approved solutions, recommend action steps for implementation and communication
 - Evaluate outcomes of solutions
 - Carry out agreed upon actions including working and communicating with your local work team
 - Model and adhere to defined expectations and ground rules
- Co-chairs and ECNO
 - Develop and post agendas with guidance from NAB members
 - Facilitate the meeting – keeping group on task and on time
 - Manage the agenda, minutes, to-dos, and next steps for the meeting
 - Communicate information to the NEB/NAB/MCNB/NLBs, and standing committees, councils, and task forces
 - Invite key stakeholders to meetings as appropriate for decision making
 - Coordinate and facilitate retreat sessions to assess all progress and goal achievement
 - Coordinate with administrative support to fulfill assigned duties
 - Co-chairs will be elected annually by the members of the NAB and will serve two year staggered terms

Ground Rules:

- Respectful, active listening and participation congruent with CREDO behavior

Meeting Schedule:

- The NAB will meet monthly for 2 hours