**STANDARD WORK** 

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| Owner: Name of Team | Approved By: | Revision Date: |
| Process: How to assemble a cross-functional green team or subcommittee team. | | |

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| # | WHAT  (Major Activities) | HOW  (Details) | WHY  (Reason) | WHO | ILLUSTRATION/LINKS |
| 1. | **Assess current committee structure** | Survey staff to get the landscape of committees around Joint Commission, Safety, Construction, Quality and others to identify synergies. Consider whether a new committee structure is needed. | With committee overload, some of the work may already be underway in other areas. | Facilitator | For an overview, visit Practice Greenhealth [Team Web page](https://practicegreenhealth.org/topics/leadership-infrastructure/building-sustainability-team)  Check out [Leadership Exemplary documents](https://www.google.com/url?q=https://practicegreenhealth.org/awards/resources/exemplary-documents/leadership&sa=D&ust=1488994353535000&usg=AFQjCNEGqn_RZXPBGFKgLD61_mzeDVK-Qg) from PGH Members. |
| 2. | Obtain Executive Sponsor or **Management Representative** | Make hospital leadership aware of sustainability programming plans, discuss ideas for structure, acquires approval and support. | Executive oversight helps initiatives relative to value and to overcome obstacles | Facilitator |  |
| 3. | **Define Scope** | Consider the sites and locations that will be part of this effort. The committee structure can pilot at one site but over time connect all sites and join together with an oversight. | The larger the system, the more complex the structure and clear scope helps identify committee structure but also where communication with other committees is important. | Facilitator |  |
| 4. | **Select Team Members** | Invite individuals from various departments with different skillsets (Facilities, Patient Care/experience, Food and Nutrition, Safety, Environmental Services, Supply Chain, Communications etc.) | Helps diversify the team and collective of impact various resources such as rebates, grants and incentives. | Facilitator |  |
| 5. | **Set Mission, Vision and Goals** | Determine the strategic business plan for team. What part of the hospital, campus or system will the team focus on? Common areas include energy/water, materials and waste, food, supply chain. Consider subcommittees or existing teams. | Allows the team to stay focused. | Facilitator | [Sample](https://practicegreenhealth.org/tools-resources/hospital-member-toolkits#si) Environmental Commitment Statements |
| 6.. | **Define Responsibilities** | Determine how meeting minutes will be captured, meeting frequency, responsibilities of team members, management representative, etc. | Clarifies expectations. | Facilitator |  |
| 7. | **Develop Organizational Chart** | Visually display functionality and responsibilities of the team. | Clarifies expectations. | Facilitator |  |
| 8. | **Anchor Team to Environmental Policy or Stewardship Value** | Determine and link team efforts to organization’s value of stewardship. | Empowers team members and shows community. | Facilitator |  |
| 9. | **Develop Communication Plan** | Using the Practice Greenhealth Marketing and Communication Plan, identify key stakeholders, both externally and internally.  Determine how the team will communicate findings, objectives and results to leadership, across the organization, to key committees and individuals and externally to the community. | Helps to celebrate wins through social media, newsletters and any other selected method. | Facilitator | [Marketing and Communication Plan Kit](https://practicegreenhealth.org/tools-resources/sustainability-marketing-plan-toolkit)  New Employee Orientation [Slides](https://practicegreenhealth.org/tools-resources/hospital-member-toolkits#si) and Script |
| 10. | **Develop Dashboard of Energy KPIs** | Determine what measures or Key Performance Indicators show how the energy team is winning (EUI, Energy Star Score, etc.) | Data and metrics reinforce progress/opportunities. | Facilitator |  |
| 11. | **Training** | Encourage team members to go through content training programs from organizations like Practice Greenhealth and Health Care without Harm to further develop skillsets | Promotes engagement and retention. | Facilitator |  |
| 12.. | **Conduct Baseline and Tracking Baseline** | Understand how sustainability is tracked with guidance from Practice Greenhealth and work to identify baseline and ongoing process for key areas. | Helps identify, develop and prioritize objectives**.** | Facilitator |  |
| 13.. | **Develop Strategic Sustainability Plan & Set Objectives** | Analyze facility baseline data, opportunities and rank the order or implementation. | Formalized goal setting with standardized measures used in the sector help drive performance, keep the focus and benchmark. | Facilitator |  |
| 14.. | **Develop, Pilot and Execute Events** | Quarterly, allow team members to participate in energy events like onsite audits or Earth Day celebrations. | Continues engagement and creates awareness. | Facilitator |  |
| 15.. | **Report Out Results to Team and Senior Leaders** | Determine through communication, use existing platforms (management, meetings, etc.) | Shows how the team is “winning” or “losing” | Facilitator |  |