



SAMPLE COMMITTEE CHARTER: JOINT CONFERENCE COMMITTEE

PURPOSE

The Joint Conference Committee provides a mechanism for promoting open communications, building strong relationships, and resolving conflicts among the board of trustees, Medical Executive Committee and senior management of the hospital.

Note: Some boards also use the JCC to review medical staff recommendations for credentials prior to board action and/or to oversee quality and patient safety. However, because the JCC membership typically includes a substantial proportion of medical staff representatives, Bader & Associates does not recommend this model as an effective mechanism for independent, objective board review of credentials. In most cases our recommendation would be a separate Quality and Professional Affairs Committee, with possible exceptions in very small hospitals.

Some bylaws give the JCC formal authority to resolve conflicts over medical staff credentials and medical policies. In these cases, the JCC charter should be carefully drafted to ensure consistency with the bylaws and the fair hearing plan.

RESPONSIBILITIES

The Joint Conference Committee's primary responsibilities include:

- Serving as a forum for education and discussion of issues of mutual concern related to patient care, medical policies, staffing and resources, and the relationship between the hospital and members of the medical staff
- Addressing and promoting resolution of conflicts between medical staff and hospital
- Making recommendations to the governing body and the Medical Executive Committee, respectively

COMPOSITION

The committee will be composed of up to eight members, half appointed by the governing board and half by the Medical Executive Committee, respectively.

The CEO of the hospital and the chief medical officer will serve as ex-officio, non-voting members.

Chairmanship of the committee will rotate annually between a member appointed by the board and a member named by the MEC, respectively. The committee may invite other individuals to make presentations, but otherwise no non-members will attend.

MEETINGS

Frequency. The committee will meet ___ times a year. [Note: Some JCC's meet only as needed; others hold two to four scheduled meetings each year to promote a free flow of communications.].

Agendas and work. The committee chairperson will circulate a draft agenda to members several weeks prior to each meeting, and members will have an opportunity to recommend additional items for the agenda. At the end of each meeting, the chair will invite members to identify issues that should be raised at the next meeting.

The committee may use a variety of mechanisms to promote communications and enhance the effectiveness of discussions, including:

- Limit the number of agenda items to allow for full, substantive discussion of certain items.
- Issues should be brought to the committee only when other mechanisms have failed to achieve resolution or when no other forum for addressing disagreements or problems exists. The committee is not designed to host generalized "gripe sessions."
- Only issues on the agenda will be discussed.
- Specific times will be set aside for presentations and discussion of each issue.
- The committee will seek to find areas of common interest and explore ways of resolving conflicts effectively.

The committee will keep a record of its proceedings and report to the Board of Trustees and MEC, respectively.



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