**Healthcare Team Charter
Template**

TEAM CHARTER

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| TEAM NAME |  |
| Choose a name that reflects the team’s purpose within the healthcare setting. |
| PROJECT NAME |  |
| Specify the official name of the healthcare initiative or project. |
| TEAM LEADER | –––––––––– DURATION –––––––––– |
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| Name the individual responsible for leading and coordinating the team. | Define the start and end dates of the project. |

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| BACKGROUND | Provide a brief overview of the medical or healthcare context that necessitates the project.  |
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| MISSION | State the fundamental healthcare-specific purpose of the team.  |
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| OBJECTIVES | List specific, measurable healthcare outcomes the team aims to achieve.  |
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| ROLES AND RESPONSIBILITIES | Who is responsible for what? How are responsibilities divided? |
| ROLE | ASSIGNED TO | RESPONSIBILITIES |
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| COMMUNICATION PLAN | Outline how the team will communicate, including specifics about communication in sensitive healthcare environments. |
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| RISK MANAGEMENT | Identify potential medical and operational risks and the strategies for mitigating them. |
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