**[](https://www.smartsheet.com/try-it?trp=12117&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Healthcare+Team+Charter-word-12117&lpa=Blank+Healthcare+Team+Charter+word+12117)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 –––––––––– |
|  | | |  |
| 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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