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

TEAM CHARTER

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| TEAM NAME | Cardiac Care Unit Improvement Team | | |
| Choose a name that reflects the team’s purpose within the healthcare setting. | | | |
| PROJECT NAME | | Heart Health Optimization Project | |
| Specify the official name of the healthcare initiative or project. | | | |
| TEAM LEADER | | | –––––––––– DURATION –––––––––– |
| Dr. Emily Tran, Chief Cardiologist | | | October 20XX – September 20XX |
| 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. |
| **Example:**  In response to rising rates of heart disease, this project aims to enhance patient outcomes through improved treatment protocols and patient education. | |

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| MISSION | State the fundamental healthcare-specific purpose of the team. |
| **Example:**  To reduce cardiac-related mortality by 20% through targeted interventions and advanced patient monitoring techniques. | |

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| OBJECTIVES | List specific, measurable healthcare outcomes the team aims to achieve. |
| **Example:**   * Implement a new digital tracking system for patient vitals. * Develop and deploy a standardized protocol for responding to cardiac emergencies. * Conduct monthly workshops on lifestyle changes for patients with high cardiac risk. | |

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| ROLES AND RESPONSIBILITIES | | Who is responsible for what? How are responsibilities divided? | |
| ROLE | ASSIGNED TO | | RESPONSIBILITIES |
| Chief Cardiologist | Dr. Emily Tran | | Oversees project implementation and liaises with hospital administration. |
| Nurse Practitioner | John Winter | | Manages patient education and workshop facilitation. |
| Data Analyst | Sarah Lee | | Tracks and analyzes patient outcome data. |

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| COMMUNICATION PLAN | Outline how the team will communicate, including specifics about communication in sensitive healthcare environments. |
| **Example:**  Weekly team meetings in the hospital conference room, secure online forums for daily updates,  and encrypted email communications for sharing patient data. | |

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| RISK MANAGEMENT | Identify potential medical and operational risks and the strategies for mitigating them. |
| **Example:**  Risk of data breaches handled through stringent cybersecurity measures, and potential treatment delays mitigated by additional training for all emergency room staff. | |

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