**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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