Guidelines for Establishing a Leader Nomination & Rotation Process

- Establishing a Nomination Process
    - o Set the term (e.g., 3-years) & establish the nomination/selection schedule
    - o Send nomination communication to network leadership (e.g., leaders, project managers, etc.)
        - ▪ Include criteria for ideal candidates
            - Involved in Network work at their hospitals/plays an influential role in their hospital's safety work
            - Able to attend leader prep calls, in-person meetings, and learning events
            - Willing to dedicate time offline to work on workstream priorities (~2-hrs/month)
            - Motivated and passionate to lead the Network improvements
            - Consider criteria such as:
                - o From an under-represented hospital
                - o Hospital size/structure provides additional perspective
                - o Discipline that balances the team (e.g., RN, MD, Pharm, etc.)
        - ▪ Provide a form so that candidates can self-nominate or be nominated by a colleague
            - Form should include a space so the nominator can provide a brief statement on why the nominee should be a leader (or a personal statement).
    - o Nominations go to a 'selection committee' of Network leadership to select candidate
    - o Network Leadership formally reaches out to invite final candidate
- After setting a rotation schedule:
    - o A new leader should be selected with the intent they are onboarding and assisting with planning with an ~6-mo overlap before the prior leader rolls-off
    - o For example: Leader A has been leading for 2-years. During the third year, Leader B is selected. Leader B onboards and assists with planning for the remainder of the third year. Leader A rolls off after the third year.
- If Leaders have been serving without a set rotation schedule:
    - o Send communication to current leaders
        - ▪ Thank them for serving in their roles
        - ▪ Provide them the opportunity to step down if they'd like (do this one time)
        - ▪ Make them aware of the new process for rotation of leaders which meets the objective of allowing others a chance to lead