



Minnesota Hospital Association

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Example Skin Safety Team/Committee Charter

Team/committee name:

Author(s):

Chair:

Members:

Meeting times:

- I. Charge/Scope
 - a. What is the purpose of this team/committee:
 - i. List activities the team/committees are responsible for, this can include but are not limited to:
 1. Implementing best practice standards for pressure injury prevention,
 2. Assessing unit risk factors and creating prevention strategies,
 3. Assessing and providing staff education, and
 4. Collecting, submitting, and reacting to prevalence and incidence rate data.
- II. Authority/Accountability
 - a. Who does this team/committee report to
 - b. Are there other teams/committee's interactions?
 - c. How are decision made, consensus vs quorum
- III. Deliverables/Measurable Outcomes
 - a. This is what the team/committee is responsible for,
 - i. This are how the team/committee will achieve the charge, it can include but is not limited to:
 1. Reducing the incidence of pressure injuries
 2. Reassessing staff knowledge
 3. Creating algorithms for prevention
 4. Monitoring equipment and support surface and identifying when replacement is needed
 5. Creating communication tools
- IV. Membership
 - a. Who makes up the team/committee and how are they chosen
 - b. The process for adding or removing members
 - c. Member expectations/roles/responsibilities
- V. Guests (optional)
 - a. Who can participate as a guest, are the guidelines the guest must follow
- VI. Meeting
 - a. When does the team/committee meet, how often and for how long

Implementation date:

Revision dates: