

Implementation Plan

Establish a Wellness Committee

Toolkit #1

Complete the Technical Assistance Document

Possible Committee Members:

- Wellness Coordinator
- Food Manager
- Dietician
- Business Office Manager
- CFO
- Human Resources
- CEO/Leadership Support
- Staff From Different Shifts
- "Negative Nancy"
- Different Generations

Questions as you are creating an **ENGAGED** wellness committee:

- What would a successful worksite wellness committee look like?
- Am I the right person to be the leader of the committee or is there a better person?
- How many people should be on this committee?
- How often does this committee need to meet?
- Are the right people at the table if we already have a wellness committee?
- What type of committee is this? Meets regularly? Only as needed?
- What does a sustainable wellness program look like?
- What policies have already been implemented?

Create an Engaged Wellness Committee

Resources are Needed:

- Define the Purpose
- Budget
- Time
- Leadership Support
- Meeting Space
- Staff Buy-In
- Right Committee Members
- Subject Matter Experts
- Policies

Next Steps:

- Talk to leadership. (if needed) receive buy-in/approval.
- Identify the head of the committee.
- Find the right committee members.
- Establish a purpose/charge for committee.
- Review facility's implemented policies.

Challenges/Concerns/Fears

- Lack of funds
- Staff buy-in
- Staff turnover
- Challenging schedules
- No value in the committee.
- Building a committee of trust and respect.
- Raising/lowering the heat
- Rigid processes results in poor outcomes.
- Communication challenges

1. Meet Regularly

2. Review Current Policies

3. Schedule a Facility Site Visit

				
WHO?	WHAT?	WHERE?	WHEN?	WHY?
<ul style="list-style-type: none">• One on One• 2-3 Employees• Committee Meeting	<ul style="list-style-type: none">• Start from the beginning• Ideas• Challenges• Best Practices• Examples• Recommendations	<ul style="list-style-type: none">• Hospital• Virtual• Combination	<ul style="list-style-type: none">• Recommend first visit in the next 8-weeks.• 60-90 minutes	<ul style="list-style-type: none">• Getting off the Ground• Learning from Others• Less Spinning of Wheels

4. Review Healthy Kansas Hospitals Toolkits 2 and 3

- [Toolkit #2](#)
- [Toolkit #3](#)

5. Experiment with 1-2 easy wins “Low Hanging Fruit”

6. Begin discussing more challenging goals