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| **Date** |  | **Number of respondents** |  |
| **Dept/Unit/Team** |  | **Number of team members** |  |
| **Tool Owner:** |  |
| **Team member Name(s)** |  |

**Things to keep in mind, while filling the tool out:**

* How will you share the EDI Survey results with your team?
* How might you engage your team for ideas for improvement?
* What will be the benefits of this work?
* How will you share these efforts and be held accountable?
* What are the ways you can work with other depts/units/teams?
* How might what you decide to do affect them?
* How will changes be sustained?
* Keep an intersectional perspective.
* Important to have protected time to do this work (and/or clarify prioritization).

**Equity, Diversity, and Inclusion Survey 2023 – Action Planning Tool**

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| Did you attend the EDI Survey Dashboard data and/or Action planning workshop? *Opportunities are available at* [*equity.uwmedicine.org/edisurvey*](https://equity.uwmedicine.org/edisurvey/) | Yes |[ ]  No |[ ]
| Does your department/unit/team have an EDI Committee?  | Yes |[ ]  No |[ ]
| Are you a part of the Systemwide EDI Committee? [*If you would like to be added, please visit this Microsoft Teams site and request access to join.*](https://teams.microsoft.com/l/channel/19%3AhljI2Ead-pcbPYIfxGbDC6MxtHVGONFKsP5XK3gCASk1%40thread.tacv2/General?groupId=a90cbfa6-75f3-48a1-bbbc-142743f9012d&tenantId=f6b6dd5b-f02f-441a-99a0-162ac5060bd2) | Yes |[ ]  No |[ ]
| Have you shared this completed tool with the Office of Healthcare Equity (ohce@uw.edu)? | Yes |[ ]  No |[ ]

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| **Recommendations and our goals** *(Info and more details on following pages)* |
| Recommendation 1: Earn trust by demonstrating leadership accountability and follow through on reported incidents of bias. | Recommendation 2: Address disparities of belonging and psychological safety, where individuals can raise concerns of bias without fear of retaliation. | Recommendation 3: Develop and support multiple systemwide efforts to reduce the frequency of bias and discrimination. | Recommendation 4: Increase leadership diversity through formal recruitment, hiring, retention, promotion and development opportunities for our workforce. |
| *Copy your Goal from the sections below.* | *Copy your Goal from the sections below.* | *Copy your Goal from the sections below.* | *Copy your Goal from the sections below.* |

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| **Recommendation 1:** Earn trust by demonstrating leadership accountability and follow through on reported incidents of bias. |
| **Current State***e.g. Survey Measures, Bias reports, or other data that your team may be collecting.* |  |
| **Goal(s)***Include specific measures and timelines.* |  |
| **What are you working on right now that supports your goals?** |  |
| **What support do you need to achieve these goals?***Are there obstacles or barriers that need leadership support? What are your EDI resources?* |  |
| **Key Stakeholders** |  |
| **Next steps***What concrete steps need to happen by when, and by who?* |  |

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| **Recommendation 2:** Address disparities of belonging and psychological safety, where individuals can raise concerns of bias without fear of retaliation. |
| **Current State***e.g. Survey Measures, Bias reports, or other data that your team may be collecting.* |  |
| **Goal(s)***Include specific measures and timelines.* |  |
| **What are you working on right now that supports your goals?** |  |
| **What support do you need to achieve these goals?***Are there obstacles or barriers that need leadership support? What are your EDI resources?* |  |
| **Key Stakeholders** |  |
| **Next steps***What concrete steps need to happen by when, and by who?* |  |

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| **Recommendation 3:** Develop and support multiple systemwide efforts to reduce the frequency of bias and discrimination. |
| **Current State***e.g. Survey Measures, Bias reports, or other data that your team may be collecting.* |  |
| **Goal(s)***Include specific measures and timelines.* |  |
| **What are you working on right now that supports your goals?** |  |
| **What support do you need to achieve these goals?***Are there obstacles or barriers that need leadership support? What are your EDI resources?* |  |
| **Key Stakeholders** |  |
| **Next steps***What concrete steps need to happen by when, and by who?* |  |

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| **Recommendation 4:** Increase leadership diversity through formal recruitment, hiring, retention, promotion and development opportunities for our workforce. |
| **Current State***e.g. Survey Measures, Bias reports, or other data that your team may be collecting.* |  |
| **Goal(s)***Include specific measures and timelines.* |  |
| **What are you working on right now that supports your goals?** |  |
| **What support do you need to achieve these goals?***Are there obstacles or barriers that need leadership support? What are your EDI resources?* |  |
| **Key Stakeholders** |  |
| **Next steps***What concrete steps need to happen by when, and by who?* |  |