SHARED GOVERNANCE RESOURCE PACKAGE

Start Here

Your guide to the package and how to use it

FACILITATOR / READ-ME GUIDE

Provided by Clinical Excellence Coaching

Helping nursing teams build cultures of clinical excellence.

Welcome, and thank you for using the **Shared Governance Resource Package** from Clinical Excellence Coaching. This short guide explains what is in the package and how to get the most from it.

What this package is

This is a complete, ready-to-use toolkit for **starting and sustaining a unit-based council** and connecting it to a healthy, organization-wide shared governance structure. It pairs a full **Training Guide** with a set of **editable templates,** so the teaching and the tools work together. It is intentionally generic — adopt it as-is, or tailor the council names, titles, and forms to fit your organization.

What's inside

Folder	File	What it is
01_Training_Guide	Shared Governance Training Guide (.docx & .md)	The six-chapter teaching guide — the curriculum behind the whole package.
02_Resource_Templates	Shared Governance Bylaws (Template)	A complete, adoptable governing document for your structure.
	Nursing Practice Change SOP (Template)	The step-by-step approval procedure for any practice change.
	Unit Council Chair To-Do List	A one-page worksheet to stand up a unit-based council.
	Council Meeting Script	A word-for-word role-play for practicing how to run a meeting.
	Meeting Agenda — Template & Sample	For building and filling in a meeting agenda.
	Meeting Minutes — Template & Sample	For documenting and submitting your minutes.

How the guide and templates fit together

Each chapter of the Training Guide points to the templates that bring it to life:

Training Guide chapter	Use these templates
1 — What Is Shared Governance?	Bylaws (principles & vision)
2 — Building the Structure	Bylaws; Practice Change SOP
3 — You Are the Chair, Now What?	Unit Council Chair To-Do List; Agenda & Minutes templates
4 — Running an Effective Meeting	Council Meeting Script; Agenda & Minutes (template +

	sample)
5 — Reading Quality Reports	(Reference chapter — no template)
6 — Using Best Practice to Improve Quality	Practice Change SOP

Suggested ways to use it

1. **Self-paced reference.** Read the Training Guide end to end, then keep it and the templates on hand as you start your council.
2. **Teach from it.** Use the six chapters as a workshop outline; use the Council Meeting Script for a live role-play.
3. **Stand up a council fast.** Hand a new chair the Unit Council Chair To-Do List and the agenda/minutes templates and walk Steps 1–6.
4. **Adopt the structure.** Use the Bylaws and Practice Change SOP templates as the backbone for an organization-wide model.

Customizing for your organization

- Replace every bracketed placeholder (e.g., **[Organization Name]**, **[Chief Nursing Officer]**, **[insert your CSC leadership email]**) with your own.
- Adjust council names and acronyms to match your structure; add or remove councils as needed.
- Swap in your own logo, colors, and professional-practice framework if you wish.
- All sample names, units, and data in the templates are fictional — replace them with your own when you put a template into service.

A note on the model

The structure described here — unit-based councils feeding a clinical staff council, organizational specialty councils, and a leadership council, with a clear practice-change approval path — is a proven, widely used approach to nursing shared governance. It is grounded in the professional literature (see the Evidence Base in the Training Guide). Use it as your starting point and make it your own.

About Clinical Excellence Coaching

Clinical Excellence Coaching helps nursing teams build durable cultures of clinical excellence — shared governance, evidence-based practice, quality improvement, and the structures that sustain them. We hope this package helps you give every professional on your team a voice, and the tools to use it.