Sample Outline for a Diversity & Inclusion Initiative\*

1. Gather Data. May be done through employer EEO reporting, internal reporting or through third parties. Some people may be leery of providing information due to distrust or uncertainty of how information will be used. It is also helpful to gather data on employer culture as it relates to diversity and inclusion. Examples of possible data include:
	1. Age
	2. Disability
	3. Ethnicity/national origin
	4. Family status
	5. Gender/Gender identify or expression
	6. Language (spoken, used)
	7. Life experiences
	8. Company function and level
	9. Personality characteristics
	10. Race
	11. Religion/beliefs
	12. Sexual orientation
	13. Thinking/learning/communication styles
2. Identify needs or concerns. Start with the higher-level demographic information and drill down. At this point it would be ideal to compare to other programs within and outside the institution. For example:
	1. Does the FM program only white males?
	2. Does the IM program only hire females?
	3. Are the residents in Peds more diverse than the residents in Surgery?

Compare attitudes/perceptions to results. Do they match? If so, you are on the right path. If not, explore the disconnect.

1. Review policies and procedures affecting diversity. Do your policies favor or impede certain groups? Are decisions made on hiring and promotion based on fair, equitable practices?
2. Identify program objectives. Do your objectives align with the organizational mission/vision? As patient diversity increases, are your residents increasing in diversity as well?
3. Obtain buy-in and support. Everyone must be on the same page and work towards the same goal. Ideas include:
	1. Diversity committee
	2. Diversity training and awareness events
	3. Diversity workshops and conversations
4. Implement initiatives. Ensure engagement and follow through with activities developed in step five. Create an action plan (SMART) to follow through on a specific goal. For example:

Specific: Build cultural competency in the residency program to ensure all resident concerns and suggestions are captured and capitalized on in an open, respectful matter.

Measurable: Achieve a score of 90% on resident diversity survey.

Attainable: Ensure all residents attend established diversity training and participate in at least one diversity workshop.

Relevant: Diversity is a major goal of the hospital and the ACGME. Aligning efforts will provide information for both entities.

Timely: Training and workshop to occur in the next six months. Residents to participate in the Annual Program Evaluation (APE) meeting.

1. Communicate, communicate, communicate. Ensure all are involved and aware of what is happening. Share success stories and link initiatives to positive results. Prepare to share experiences with others locally and nationally.
2. Measure and disseminate outcomes. Use the results of your action plan(s) and communication methods to show progress on your initiatives.
3. Review and adjust. After your plans have been in place, review to see if any perceptions, or changes have occurred and the effect. Diversity is a dynamic entity and goals will fluctuate as our communities and environments change.

\*Outline adapted from *How to Develop a Diversity & Inclusion Initiative* available at www.shrm.org.