

Advisory councils charter

Member input is the cornerstone of the competitive contracting process at Vizient®. To ensure we award agreements that represent the needs of members, Vizient provides several options for members to provide input.

These include advisory councils, contracting councils, task forces and expert panels.

Each Vizient council is composed of a maximum of 18 individuals representing some of the most engaged health care organizations within our membership. We carefully evaluate applications to ensure that the council makeup reflects the diversity of our broad membership base.

Advisory councils

Advisory councils provide crucial input and strategic direction at the beginning of our competitive bid process — the time when identifying member needs is most vital.

The councils offer feedback on member needs specific to various classes of trade and functional areas. Examples include the Ambulatory Surgery, Long Term Care and Home Health, Alternate Site, Alternate Site Pharmacy, Supplier Diversity, and Environmental Advisory Councils. The Vizient sourcing team incorporates the input provided by our advisory councils and the input provided by the contracting council that has oversight over each bid category.

Roles and responsibilities

Facilitator

A Vizient or Provista staff member from the relevant business unit where the council resides will serve as facilitator to perform the following functions:

- Conduct oversight of the council, task force or expert panel
- Recruit and select new participants
- Provide group direction
- Ensure timely communication and follow-up with participants
- Participate in various Vizient and Provista meetings
- Create and disseminate online surveys
- Ensure member feedback is fully incorporated into the sourcing process

Chair, vice chair and past chair

The chair of each council works with the facilitator in the following areas:

- Developing the agenda
- Selecting new members, assisting with candidate screening and providing recommendations on finalists
- Managing meetings, including aiding the group in adhering to the agenda, managing meeting time and flow, and ensuring professional interaction between all participants and presenters
- Following up with any council member who may experience issues with participation, attendance or conduct

The chair serves a one-year term, after which he or she assumes the title of past chair for an additional year. The chair is responsible for working with Vizient and Provista to select a council member to serve as vice chair. The vice chair serves a one-year term in this role and becomes the council chair the following year.

Members

Advisory councils are an integral component of the Vizient competitive bid process, which operates according to the principles of the American Bar Association Model Procurement Code for evaluating bids and determining contract awards. They help to identify member needs by:

- Assisting in determining request-for-proposal strategy and providing guidance on product category minimum requirements
- Providing feedback regarding quality, product offerings, service and other pertinent factors
- Providing insights into new and innovative technology or new market entrants
- Sharing knowledge of emerging trends and leading practices
- Providing input as needed on terms and conditions or other potential negotiation points

Meetings

Council meetings are generally held monthly via web conference. Each call lasts one to two hours, depending upon content. If a council has no business in a given month, we will cancel the call with adequate advanced notice.

Meetings are scheduled a year in advance and members are notified. Members receive electronic calendar invitations in advance on a rolling three-month basis.

Councils generally meet one or two times annually in-person to conduct business that requires live interaction. These meetings are usually held in the Dallas-Fort Worth area, but occasionally are hosted in other cities. Meetings typically last two to three days, depending on content and purpose, and may involve activities such as supplier presentations or product demonstrations. Vizient funds in-person meetings in accordance with its [council reimbursement policy](#).

Terms

Council members serve three-year terms.

If an active member is selected to serve as chair, the member's term will be extended accordingly to allow one year as vice chair prior to assuming the role of chair.

Ethics and compliance

Members must avoid conflicts of interest in their council work. A conflict of interest is any circumstance where a member has a professional or personal interest in or connection with any company or individual if it might influence (or appear to influence) the member's independent judgement.

Council members should always act in the best interests of Vizient. Members should exercise sound judgment and reasonable business discretion while avoiding any appearance of impropriety.

Members should report any potential violation of policies or procedures or ethical or legal wrongdoing by calling the Vizient anonymous third-party compliance hotline at (800) 750-4972 or logging onto www.ethicspoint.com. The hotline is available at all times to employees, suppliers, members or any organization or individual who is involved with Vizient.

Member engagement guidelines

- Maintain 100 percent participation in calls and meetings unless excused due to unavoidable conflict, e.g., illness, family emergency or regulatory visit
 - Attend Vizient-funded in-person meetings as needed, up to twice annually
 - Attend eight to 10, one- to two-hour conference calls annually

- Demonstrate a realistic understanding of roles and responsibilities
- Represent the best interests of Vizient through shared experiences and knowledge
- Demonstrate objective and fact-based judgment
- Collaborate effectively with other group participants
- Make the group's goal a higher priority than any personal objective
- Be willing to share information, perceptions and feedback openly
- Challenge ideas, not individuals
- Support the group's decisions
- Advance our performance by directly confronting important issues
- Demonstrate leadership that contributes to the group's success
- Respond constructively to feedback from others
- Maintain confidentiality of all shared information

Membership criteria

- Possess subject matter expertise in the advisory council's scope of operation
- Apply for selection through a fair and transparent recruitment process
- Hold nontransferable membership (substitutes are not permitted)
- Have a minimum of one year with employer and one year in current role
- Have Vizient, Provista or Children's Hospital Association as your organization's primary group purchasing organization
- Serve on no more than one council at a time
- Complete an initial conflict of interest questionnaire and refresh it annually
- Complete a confidentiality agreement

In addition, member organizations may not have more than one representative on any individual council at a time.



For more information, email the Vizient councils team at councils@vizientinc.com.

As the nation's largest member-driven health care performance improvement company, Vizient provides network-powered insights in the critical areas of clinical, operational, and supply chain performance and empowers members to deliver exceptional, cost-effective care.