

# NIH Health & Wellness Council

## Strategic Plan

### EXECUTIVE SUMMARY

This document sets forth a formal strategic plan for the National Institutes of Health (NIH), Health and Wellness Council (HWC). The plan provides a vision and framework to achieve the strategic goals and objectives identified by the HWC. The plan and the activities undertaken by the HWC to accomplish the goals outlined herein will be reviewed on a regular basis by the HWC Strategic Planning Committee.

### BACKGROUND

#### What is the NIH HWC?

The HWC is comprised of a diverse group of Institute and Center (IC) representatives who are committed to improving the health and well-being of NIH employees and their worksites with commitment from the organization through educational activities, events, and environmental and policy initiatives.

#### What does the NIH HWC do?

The HWC works to create a culture of wellness at NIH by planning and sponsoring wellness activities and events, reviewing and recommending wellness policies and advocating for environmental and workplace changes. The HWC's priorities are planned based on the recommendations and feedback received from NIH employees and managers. The HWC aims to provide an organized, systematic business approach to promote health and wellness at NIH.

#### How is wellness defined?

Wellness may be defined as "A set of organized activities and systematic interventions, offered through corporations/worksites, managed care organizations and governmental/community agencies, whose primary purposes are to provide health education, identify modifiable health risks and influence health behavior changes." (Journal of Employee Assistance, "The Definition and Core Practices of Wellness," 4<sup>th</sup> Quarter 2003)

#### NIH Worksite Profile

NIH employs a diverse workforce of approximately 37,000 employees, contract staff and affiliates across the country,  $\frac{3}{4}$  of the employees work on the main NIH campus in Bethesda, Maryland, and surrounding metropolitan area worksites.

## FY2010 NIH Census

Site	Sum of Count
Bethesda, MD	272
Bethesda Campus, MD	20,262
Executive Boulevard, Rockville, MD	4,929
Frederick Cancer Research Center, Frederick MD	1,034
Johns Hopkins Bayview, Baltimore, MD	1,213
NIEHS, NC	1,579
NIH Animal Center, Poolesville, MD	143
Other Montgomery County, MD	551
Other US Locations	127
Rock Spring Park Cluster, Bethesda, MD	5,338
Rocky Mt. Laboratory, MT	440
Twinbrook Cluster, Rockville, MD	1,045
<b>Grand Total</b>	<b>36,933</b>

## VISION OF THE HWC

As one of the world's foremost medical centers, our vision is for the NIH to set an example for the Federal sector by developing and implementing innovative worksite wellness policies and programs to promote the health and well-being of NIH employees.

## MISSION OF THE HWC

To improve the health and well-being of the NIH community by continuously providing and promoting programs and policies that encourage, educate and support employees to adopt and maintain healthy, mental, physical and financial lifestyle choices on a daily basis.

## GOALS

The overarching goal of the NIH wellness initiative is to integrate wellness into the NIH workplace culture by sharing information, assessing needs, creating programs and advocating for sustainable worksite policies and environmental changes to meet the needs of NIH employees. To that end, the HWC will:

- Advocate for and promote wellness resources, policies, activities and initiatives that support a culture of health and wellness
- Provide an open forum for employees to communicate about health and wellness topics
- Identify NIH wellness and health promotion issues and policies
- Develop best practices
- Communicate lessons learned to improve wellness policies and programs for NIH staff
- Compile credible health and wellness information and resources for NIH staff
- Advocate and provide NIH Senior Management with specific recommendations for improved and innovative, evidence-based, worksite wellness activities and policies that can improve or maintain the physical, social, emotional, occupational and environmental health of employees

- Foster collaborations across ICs and with other Federal health and wellness programs
- Assess, plan, evaluate and implement wellness activities and healthy environmental policies that have an impact on the health and well-being of NIH employees

## Specific Goals

The HWC has adopted the four pillars from the HealthierFeds Initiative - Physical Activity, Nutrition, Prevention and Healthy Choices as the operating framework for its short and long-term goals. Short and long-term goals are defined as those objectives that the HWC plans to achieve within 1 year and 2-5 years, respectively.

There are a variety of tools available to the HWC to assist with the dissemination of information relating to health and wellness activities including:

- WellnessNIH Listserv
- NIH Global Emails
- DATS Wellness Website
- DATS Wellness Calendar
- RW Newsletter
- RW Listserv

### **Goal 1: Design and support a sustainable wellness team structure and function**

**Objective A:** Establish HWC standing committees organized around the four pillars to lead efforts in carrying out wellness activities and events and advocating for system-wide health and wellness improvements

### **Goal 2: Research and assess health and wellness needs, options, and resources**

**Objective A:** Identify current NIH wellness programs, policies, and resources

**Objective B:** Develop baseline data on employee attitudes, interests and needs

**Objective C:** Compile assessment results and prioritize needs

**Objective D:** Summarize findings of needs assessment and publicize to NIH employees

### **Goal 3: Enhance NIH-wide communications and promote health and wellness to NIH employees and leadership**

**Objective A:** Foster communication with NIH OD/EOs/IC Managers

**Objective B:** Increase awareness of current policies and programs that support employee health and wellness such as flexible work schedules, lactation rooms, EAP, exercise, smoking cessation

**Objective C:** Develop suggested language/templates related to health and wellness activities for inclusion in employee PMAPs

**Objective D:** Track and report on the achievement of the HWC's work plan to NIH management (DDM/OD, OHR, EOs) and the HWC

**Objective E:** Define, track and report on employee participation in wellness activities

**Goal 4: Evaluate and target future programs, activities, and incentives to build employee involvement in wellness activities across the NIH**

**Objective A:** Discuss future follow up assessment needs to determine how the HWC outcomes for each of the pillars will be measured

**Objective B:** Conduct employee needs assessment every 2 years

**Objective C:** Evaluate outcomes of HWC work plan and recommend modifications to

## **SUMMARY**

In summary, the HWC has defined its Strategic Plan in the context of a greater charge for a healthier NIH workplace. Supporting Federal employee health is a critical step in the effort to meet *Healthy People 2020 objectives* and improve the Nation's health. By fostering healthier workplaces, strengthening policies and improving practices that are driven by the best available evidence and knowledge, healthy habits can be encouraged, enhanced, supported and thrive.

The HWC strategic plan will be reviewed by the HWC Strategic Planning Committee every two years to ensure currency and relevance.

## **REFERENCES**

OMB MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES – June 11, 2009  
[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_fy2009/m09-20.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_fy2009/m09-20.pdf)

OMB MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES – June 8, 2010  
[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m10-19.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-19.pdf)

OPM HealthierFeds  
[http://www.healthierfeds.opm.gov/healthierfeds\\_initiative/index.asp](http://www.healthierfeds.opm.gov/healthierfeds_initiative/index.asp)

FY2011 HHS BUDGET SUBMISSION  
<http://www.hhs.gov/asfr/ob/docbudget/2011cj.pdf>

Wellness NIH Listserv  
<https://list.nih.gov/cgi-bin/wa.exe?A0=wellnessnih>

## **WORK PLAN - SAMPLE**

A variety of activities and initiatives will be implemented to assist the HWC in meeting the goals described in this document. The following framework, organized around the HealthierFeds four pillars: physical activity, nutrition, prevention, and healthy choices/risk reduction, will serve as a guide for planning, tracking and evaluating all HWC initiatives.

**Baseline:** (insert baseline needs assessment here)

### **Pillar 1 - Physical Activity**

**HWC Objective Number:**

**Objective Title:**

**Type of Objective (Short, Long-Term, Continuous/Ongoing)**

**Initiation Date:**

**Target Date for Completion (Note: if continuous/ongoing, indicate reassessment dates):**

**Description of Activities (to accomplish the Objective)**

**Phasing and Milestones (to accomplish the Objective)**

**Personnel/Staffing Needs**

**Budget Requirements (if any)**

**Special Approvals for the Objective (if any):**

**Anticipated Outcomes**

**Is there an HWC Evaluation Element for the Objective? (If so, note this)**

### **Pillar 2 – Nutrition**

**HWC Objective Number:**

**Objective Title:**

**Type of Objective (Short, Long-Term, Continuous/Ongoing)**

**Initiation Date:**

**Target Date for Completion (Note: if continuous/ongoing, indicate reassessment dates):**

**Description of Activities (to accomplish the Objective)**

**Phasing and Milestones (to accomplish the Objective)**

**Personnel/Staffing Needs**

**Budget Requirements (if any)**

**Special Approvals for the Objective (if any):**

**Anticipated Outcomes**

**Is there an HWC Evaluation Element for the Objective? (If so, note this)**