

Administrator's Weekly Meeting**Tuesday February 2, 2016****1:00pm-4:00pm****Administrative Boardroom****Agenda****Note Taker- Maria*****Our Mission***

We will provide the highest quality health care services to all of our patients safely, effectively and compassionately, regardless of where they live or their financial circumstances.

I.	Surge Plan implementation (10 Min)	Wendy & Team	1:00pm
II.	AOC Update	Chris	5min
III.	Magnet Journey Update (@ 2:30pm)	Randy	10min
III.	Rick Updates	Rick	50min
	1. MTD Executive Dashboard Summary		
	2. Our Mission, Vision & Values (attachment) (8 x 5) or (11 x 17)		
	3. MHA Patient Safety & Quality Symposium (attachment)		
IV.	2016 Submitted Budget	Maria/All	15min
IV.	Supply chain Update (30 Min)	Mike/Team	2:00pm
V.	Competing on Consumer Experience Webinar (60min)	Webinar	3:00pm

Future DatesFuture Agenda ItemsInvited Guests

February 2, 2016
 February 2, 2016
 February 2, 2016
 February 2, 2016
 February 16, 2016

Surge Plan
 Supply Chain Update
 Magnet Journey Update
 Competing on Consumer Experience Webinar
 MOR

Marie Reinman/Wendy/Janet
 Mike Langlois and Team
 Randy Whitney
 Maria/Group 60 min

Admin Team Notes
February 2, 2016

Surge Plan Implementation

- Call schedule to be developed
- Monitored patients to Cath or PACU (if available) for overnight if a surge
- Potential operational challenges – TBD
- Activating communication is key for awareness and support
- Review and debrief after each surge initially
- Education planned for Friday
- Pilot for 3/1/16
- Tabletop drill before go-live as part of roll-out

Supply Chain Presentation

- Overview of 2015
- Future VAT initiatives for 2016
- Mike said Maria was wonderful ☺

Magnet

- Randy reviewed Magnet timeline; distributed to team
- Reviewed Success Pays- Approved
- Follow-up with your leaders** regarding their action plans related to Magnet surveys

MHA Quality symposium open for those that wish to attend

Other

- Encourage staff/leaders to share stories** during weekly Service meetings
- Weekly note-taker** will also help team be mindful of time to keep agenda on track

Maria