

Monday, March 28

"Yesterday is not ours to recover, but tomorrow is ours to win or lose."
-Lyndon B. Johnson, 36th President of the U.S.

Topic of the Day: Performance Manager



The Mid-Year Conversation is a tool designed to solicit your input on how you are doing and to assess how the organization is helping you perform at your best. It is in direct response to the following Gallup survey questions:

- Q6. There is someone at work who encourages my development.
- Q11. In the last six months, someone at work has talked to me about my progress.
- Q12. This last year, I have had opportunities to learn and grow.

Here is what you can expect as we adopt this new tool:

- You should have received an assignment to complete a mid-year conversation task in Performance Manager with a title of "Self-Appraisal." (Employees hired Jan 1, 2016 and later will not receive a task for mid-year conversation.)
- This task should be completed by **Thursday, March 31**.
- Select the radio button under each item to open the comment box and enter your comments.
- Hit save and send to forward your mid-year conversation to your Director/Supervisor/Manager.
- You will meet during the month of April to review the mid-year conversation. This is the perfect time to discuss your job performance, and how or what your department or the organization can do to assist you.

If you have any questions about the tool, please contact your supervisor.

If you require assistance with Performance Manager, please contact **Leslie Austin** at X5706, or reach out to any HR Team member at X5705.

Did You Know?

March is National Social Work Month! Our social workers have a huge impact on our ability to provide comprehensive care to our patients. Please take a moment this week to acknowledge them and recognize their contributions to our organization.

Closing

What's most important for helping you perform your best today?
Who deserves recognition for having a creative idea or solving a problem?

We are all a team. If you see anything that concerns you, you are expected to speak up. UVA Culpeper Hospital. Proud to be a part of our community. Proud to be a part of UVA.

Tuesday, March 29

"Correction does much, but encouragement does more." -Johann Wolfgang von Goethe, German writer

Topic of the Day: Accreditation and Regulatory Corner

The Joint Commission established eight National Patient Safety Goals and one Universal Precaution. We will be discussing these patient safety initiatives in a series of Huddles. Take a look at the first one.

Goal #1 Improve the accuracy of patient identification

- Use at least two patient identifiers when providing care, treatment and services. This is our only red rule because it's that important. Safety events that involve identification errors can lead to a patient's death, or serious injury and/or harm. Help us continue to provide safe care by ALWAYS using two patient identifiers.
- Eliminate transfusion errors related to patient misidentification. Because this error can cause death, it is important to focus on it. Several years ago, UVA Culpeper Hospital improved the safety we provide to our patients by instituting bar code scanning for all transfusions. This process improvement was in addition to the other safety processes, such as second-nurse verification. Let's continue our record of zero transfusion errors due to patient misidentification.



Did You Know?

The new, required Affordable Care Act (ACA) 1095-C health insurance form is coming to your mailbox this week. Not all employees will receive this form. Based on IRS rules, on line 15 you will see the Employee only premium of our lowest-cost plan. Please review your form for accuracy and contact **Debbie Baker** x5796 or **Karen Windland** x5010 if you see any discrepancies or have questions. Keep the 1095-C with your tax records. You are not required to submit this form to the IRS.

Closing

Do you have any information to share that will help your department work with other departments?
Whose feedback has helped you perform your job better?

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Wednesday, March 30

"Every new beginning comes from some other beginning's end."
-Seneca, Roman philosopher

Topic of the Day: Employee Engagement

The Employee Engagement Survey is coming soon! To help you get up to speed on the core measures that will be evaluated in the survey, we're revisiting the 12 Keys to Engagement in Huddles. We've covered a few already in weeks past, so we're jumping around a bit. Please take a moment to review and consider your role in our hospital, what you enjoy and how the environment may change to make you feel more confident and satisfied.

Q3. At work, I have the opportunity to do what I do best every day.
Q4. In the last seven days, I have received recognition or praise for doing good work.
Q6. There is someone at work who encourages my development
Q8. The mission or purpose of my organization makes me feel my job is important.

Did You Know?

Due to departmental moves, there are some changes to existing conference rooms. The **Marketing Conference Room** is now the **HR Conference Room**. The **Beck House Conference Room** is now the **Admin Conference Room**. Both of these conference rooms have limited access and are not available for general bookings.

Closing

What progress has your team made recently that you'd like to discuss?

Has someone on your team made progress in a particular area or learned a new skill?

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Thursday, March 31

"A mediocre idea that generates enthusiasm will go further than a great idea that inspires no one." -Mary Kay Ash, businesswoman

Topic of the Day: Healthy Living Grants Now Available

Culpeper Wellness Foundation is now accepting applications for 2016 Healthy Living Grants. These grants seek to improve community health in Culpeper, Madison and Orange counties by funding innovative projects that address community health challenges.

Applicants can request funding ranging from \$2,500 to \$10,000 for projects with a duration of 90 days or less that can be completed by Dec. 31, 2016. Grant recipients must be tax-exempt organizations. The deadline to apply is **Friday, April 15 at midnight**. Applications are accepted online. Grant recipients will be notified on May 27.

Go to culpeperwellnessfoundation.org for more detailed information, or stop by the Culpeper Wellness Foundation open house on **Tuesday, April 5, 4-7 p.m.** at the foundation's administrative offices, 311 S. East St., Suite 100 in Culpeper.

Did You Know?

Norovirus is on the rise in our area! Read more about symptoms and prevention in this week's [Engage](#).

Closing

What news do you have for your team?

Who has helped you in some way at work recently?

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Friday, April 1

"Remember, happiness is a way of travel, not a destination." -Roy Goodman, former U.S. politician

Topic of the Day: PDO Cash-Ins



It's that time of year again! Employees have the option to cash in accumulated PDO hours, at the rate of 1 for 1 at their regular base rate of pay. This is offered two times per year, once in April and once in November (the pay date must fall in these months). Here's what you need to know:

The maximum gross dollar limit per PDO cash-in is \$2,000.

Full-time employees are required to maintain a PDO balance of 40 hours.

Half-time employees are required to maintain a PDO balance of 20 hours.

(PDOs may not be cashed in below these balances.)

April dates that can be used for cash-in are:

- March 13-26* Paid April 1
- March 27-April 9* Paid April 15
- April 10-23* Paid April 29

*Note: you must use these dates on your time card

Did You Know?

As part of National Nutrition Month, our Nutrition Services team put together a display that highlighted the amount of sugar in your favorite drinks, including sodas, sweet tea, Gatorade, V8 and chocolate milk. The sweetest of the bunch: Pepsi fountain drink (69g), Coke (39g) and Sprite (38g).

Closing

Is there any departmental information you'd like to share?
Who would you like to recognize or acknowledge today?

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Saturday and Sunday staff, please review this week's Huddles for the latest information.