

Monday, April 18

"The greatest teacher I know is the job itself." -James Cash Penney

Topic of the Day: Nominate Someone for the Employee of the Year



It's time to nominate individuals for the annual Ruth M. Haught Employee of the Year award, which gives special recognition to a deserving employee who exhibits qualities that exemplify our core values: compassion, integrity, teamwork, excellence and stewardship.

General criteria for evaluating nominees should include attitude, engagement, leadership, initiative, attendance, reliability and overall job performance over the past year.

Nominees must have been regular employees — either full-time or half-time — for at least one year, with no reprimands or disciplinary action during the last year. Annual merit evaluations, letters of recommendation and the personnel file will also be reviewed.

The Employee of the Year Committee, which is comprised of active former employees of the year and the current employee of the year, will select the award winner.

Nominations forms can be found [here](#) and should be returned to Karen Windland in Human Resources by **Friday, April 22**.

Did You Know?

This week we have more administrative office moves as we work through our renovations. The current schedule is as follows:

- Quality – Week of April 18
- IS, Wellness, Compliance Risk and Business Departments – Week of May 23

Closing

What will you accomplish at work today that will leave you smiling? Is there a colleague who sets the bar for finding ways to improve work effectiveness?

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, April 19

"Take care of your body. It's the only place you have to live." -Jim Rohn

Topic of the Day: Action Plan Wins: Improved Communication

As you know, last year our hospital participated in an Employee Engagement survey, which provided important insights into the day-to-day experience of our employees. Last year's survey illuminated many success stories within our hospital, as well as areas where we can continue to improve. Over the last year, we have been implementing action plans for these areas of improvement in departments across our hospital.

In the Facilities, Housekeeping, Dietary, Security, Quality, Medical Staff and Marketing groups, many of the action plan wins have centered around improving communication, including instituting mandatory monthly meetings to share information about organizational changes, setting up quarterly meetings for CEO direct reports and implementing a revised meeting structure in the Quality group.



Improved communication was a goal with several teams, including:

- Patient Financial Services – Began weekly meetings to increase clean claims percentage and saw clean claims rise to 70.58% from 68.56%.
- Inpatient Units – Staff who work on floors during bimonthly staff meetings are made aware of the meeting content.
- Emergency – Staff meetings are now held quarterly instead of monthly for better efficiency.
- PACU/OR – Staff meetings have been scheduled more consistently, and a separate PACU huddle has been enacted.
- Ambulance – Scheduled quarterly staff meetings.

Did You Know?

Our Healing Art Changing Art Show begins today, **April 19**, at 4 p.m. This quarter, we'll feature the Firnew Farm Artists' Circle. Stop by and see the new pieces for yourself and enjoy some refreshments.

Closing

Are there any goals you need to prioritize as a team today? What's something positive that a team member has done for you in the past week?

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Wednesday, April 20

"Syllables govern the world." -George Bernard Shaw

Topic of the Day: Get Walking With this Fun Challenge

Are you looking for a way to track your exercise and possibly get rewarded? Then join in the fun with the Employee Wellness Walking Challenge, April 23-29. The goal is to walk a 10K.

Pick up your tracker card from Employee Wellness and write down all of your steps. At the end of the week, turn it back into Employee Wellness. The team at Powell Wellness Center will collect tracker cards from around the town and one lucky winner will get a \$150 gift card.



To participate, use your personal tracking device or consider downloading a walking app to your smartphone. Contact

Debbie Baker in Human Resources with questions: dbaker@culpeperhospital.com

Did You Know?

There's still time to sign up for the Relay for Life Talent show, to be held at Eastern View High School on **Friday, May 13**. Contact Jennifer Norrod or Amanda Dove in Rehab Services with questions and [sign up](#) to share your talent.

Closing

Are there any organizational changes that are affecting how you do your job?
Is there someone at work who inspires you to do your job better?

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Thursday, April 21

"The only way to have a friend is to be one." -Ralph Waldo Emerson

Topic of the Day: Engagement

This week, we're continuing our coverage of the 12 key measures that will be featured on the employee engagement survey this spring. The focus this week is on how our interpersonal relationships at work can strengthen our team.

O9: My associates or fellow employees are committed to doing quality work.

We do our best when we work with others who are committed to doing their best. Positive work environments are built on individuals inspiring one another through hard work and dedication.

O10: I have a best friend at work.

Developing at least one trusting relationship with a co-worker helps make our work more fulfilling. A best friend at work is someone who "has your back" and who you can count on to help navigate a difficult situation through positive teamwork and good decision-making.

Did You Know?

Novant Health UVA Health System is participating in the March of Dimes March for Babies – Prince William County this coming **Sunday, April 24** at Loy E. Harris Pavilion in Manassas. Registration is at 9 a.m.; the walk begins at 10 a.m. Visit the [event website](#) for more information.

Closing

Do you need feedback from your team about an idea or initiative?
Who on your team has shown a level of interest and concern regarding your success?

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Friday, April 22

"A single twig breaks, but the bundle of twigs is strong." -Tecumseh

Topic of the Day: Hospital Networks and Email: Best Practices

Ransomware attacks are increasingly common in the workplace. This type of malware, which comes from employees opening infected emails, restricts access to the infected computer system.

One of the best defenses against such attacks is following best practices when utilizing hospital networks and email. Be vigilant; if you see something that is of concern, speak up and contact the IS department.

Our IS department continues to strengthen the reliability and performance of our system, including identifying and blocking external email systems and websites with a higher likelihood of containing malware. If you have a business purpose to reach a website or other application that is being blocked, contact the Help Desk at x4361.

Did You Know?

UVA Culpeper Hospital Cardiology is now open! **Dr. Kwame Akosah's** office is located in the UVA Culpeper Hospital Medical Outpatient Department. Please call **540.829.4400** to set up an appointment.

UVA Culpeper Hospital Cardiology
Kwame Akosah, MD
501 Sunset Lane
540.829.4400 | Fax 540.829.500
Temporarily Located: Medical Outpatient Unit (2nd Floor)
Signage: Medical Outpatient/ Cardiology
Convenient Entrance/Parking: Emergency Department

Closing

Is there an issue you'd like to raise for group discussion today?
Is there a staffer whose positive attitude has cheered you up?

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