

MHCSMA Meeting Agenda
August 3, 2010

Location: Saint Marys Hospital – Walters Hall – Alfred Building 8-459
Mayo Clinic Rochester
1216 2nd Street SW
Rochester, MN

Contact Cindy Molko @ 507-284-1548

Abstract: This presentation outlines a process for measurement and maintenance of workload metrics. Metrics can be used to demonstrate appropriate staff to workload, provide performance feedback to staff and assist in forecasting staffing needs. Tools such as this are needed in the industry to demonstrate the continued support for staff to provide quality work for our patients.

1. What are the four phases in the development of this workload measurement tool.
2. Identify the key components necessary to maintain a workload measurement tool.
3. Identify 3 aspects of successfully using workload metrics to justify staff replacement.

Objectives:

1. What are components of a successful measurement tool?
2. Identify the key components necessary to maintain a workload measurement tool.
3. Identify 3 aspects of successfully using workload metrics to justify staff replacement.

Speaker:

Ray Bessette, SR Business Analyst, Systems and Procedures; Mayo Clinic

Program:

11:00 am – 12:00 pm	Tour of SMH Central Service Area and registration
12:00 PM – 1:00 pm	Lunch
1:00 PM – 2:00 pm	Presentation:
2:00 pm – 3:00 pm	MHCSMA business meetings for members only
3:00 pm – 4:00 pm	Tour of SMH Central Service

R.S.V.P. please by July 29, 2010 to:

Cindy Molko at Molko.cindy@mayo.edu. An e-mail response is preferred. Thank you!

NOTES: Please indicate your interest in the tour for either 11:00 am or 3:00 pm. Parking is tight at this campus. Please allow time for parking and walking across the campus. Instructions