Leaders from Engineering, Physician Clinics, Case Management, Employee Relations, Neurosciences and Rehab, Clinical Nutrition, Respiratory, Employee Health, Radiology, Cardiovascular Informatics, Compensation and Benefits and Professional Development recently completed the Leadership Development Program. The program consisted of nine, 3-hour sessions on topics such as Leadership Development, Teamwork, Competency, Budgeting, Time Management, Coaching and Communication, Interviewing and Hiring, Managing Change, Performance Management, Strategic Planning, API/Staffing and Scheduling, Just Culture, Conflict Management, Empowerment, Professional Development and Personal Balance.

Congratulations to this group for their dedication in completing the program!

Leadership Development Program - Outtakes

On the final day of the program, leaders participated in the Leadership Team Challenge. Each team selected a team name and competed in several activities guided by "Worker Man" aka Donnie Hayes (photo on left). Kimberly Wood (photo in middle) managed to keep up with the score and in the end the "Purple People Leaders" won the challenge!

As a part of Personal Balance and Self-Renewal, leaders ended the competition by “cooling down and relaxing” by learning the basic steps of Tai Chi guided by Maguy Blaize.
CME OPPORTUNITIES

CHEST CONFERENCE
CASE PRESENTATIONS

**Tuesday, September 19 – 1:00 PM – 2:00 PM**
Private Dining Room
Topic: Influenza

Objectives:
1. Identification of patients with influenza
2. Diagnostic approach for patients with influenza
3. Treatment options for patients with influenza

**Tuesday, November 14 – 12:00 Noon**
Lab Conference Room
Topic: Multidisciplinary Care of Patients with Relapsed/Refractory Multiple Myeloma
Saad Usmani, MD

Objectives:
1. Discuss new treatment options stemming from recent FDA approvals in the relapsed/refractory setting.
2. Review recently published clinical trial data on the efficacy and safety of emerging treatments for relapsed/refractory patients.
3. Describe recent changes to clinical practice guidelines affecting care for patients with relapsed/refractory disease.
4. Summarize best practices with respect to communication and coordination among members of the multidisciplinary myeloma care team.

If there is a topic of interest that anyone would like for Dr. Pakron to speak on as part of the Chest Conference series, please contact Clinton Parrett at cparrett@mhg.com.

Lunch is provided at all CME case presentations. Please email Professional Development at pdregistration@mhg.com to register.

Minutes for the monthly Clinical Educator Committee meetings are located on Professional Development’s SharePoint site. Find them by going to the intranet homepage > Departments > Professional Development > Clinical Educator Committee (on the left). The July 27 minutes can be found here.

The next meeting is scheduled for September 28 and will be held in Classroom 5.
API Courses in HealthStream

There are 2 HealthStream courses for API education - one for Time & Attendance and the other for Staffing & Scheduling. Both can be found by searching "API" in the HLC catalog.

- EL – API Staffing & Scheduling Employee Training – E-Learning
- EL – API Time and Attendance Employee Education – E-Learning

All new hires are assigned the Time & Attendance course upon hire (this started January, 2017) so they can learn the basic functions of the timeclocks and how to navigate the system.

The Staffing & Scheduling course is not assigned and is optional, but recommended, for areas that utilize the staffing and scheduling feature of API. (Not all areas use staffing and scheduling the same way, so some areas may not have all the functionality reviewed in this course).

Both courses can be assigned to staff as needed.

For problems using API, call the Service Desk at x3692. Questions regarding scheduling may be directed to Kristi Harville at x3012 or kharville@mhg.com.
Aggregate Function in Excel

Subtotal or count large volumes of numbers in Excel while ignoring the values contained in filtered or hidden rows by using Excel’s AGGREGATE function. This function works like the SUBTOTAL function, except it includes options to ignore hidden rows, error values, or both.

As pictured below, options 5, 6 and 7 are used to ignore hidden rows, error values, or both.

In the screenshot below, the same data was summed three ways using the SUM, SUBTOTAL and AGGREGATE functions in cells A7, B7 and C7, respectively. (The formulas in row 7 are spelled out on row 8 so you can see both the formula and its results.)

Notice that row 5 (which contains the value “5” in all three columns) is hidden. The SUM and SUBTOTAL functions include the hidden data in the results (25 and 25), but the AGGREGATE function ignores the hidden data (20).

Upcoming Microsoft Office Training

<table>
<thead>
<tr>
<th>INTRODUCTORY</th>
<th>INTERMEDIATE</th>
<th>NON-LEVELLED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel – Nov. 16</td>
<td>Excel – Oct. 31</td>
<td>PowerPoint – Nov. 2</td>
</tr>
<tr>
<td></td>
<td>Excel – Nov. 28</td>
<td>Basic Computers – Nov. 14</td>
</tr>
</tbody>
</table>

All classes are from 9am – 4:30 pm in Classroom 3.
Register at pdregistration@mhg.com

Preparing staff to provide quality healthcare
Shared Decision-Making

Providers and nurses can feel frustrated and discouraged when patients are readmitted for chronic health problems, especially when staff have spent time providing comprehensive patient education.

This article provides insights from a patient’s perspective into reasons why patients may not always adhere to seemingly simple treatment recommendations.

Title: “No education about me without me”: A shared decision-making approach to patient education.

Author: Beth Fahlberg, PhD, RN

Source: Nursing, Volume 45(2), Feb. 2015

LOG IN TO OVID:

Onsite: Intranet home page (Systems>Ovid Full Text Lippincott Journals), or

Offsite: http://ovidsp.ovid.com/ using the following credentials:

Username: mhg999
Password: medical

Questions?
Contact Nita Mullins at jmullins@mhq.com
Newsletter Survey Results
The Source was launched in February 2017 to keep staff informed of what’s going on within the Professional Development Department and to provide insight regarding educational resources that are available to our staff. After several issues, we wanted to get your feedback on how we’re doing, so we asked staff to complete our survey. Here’s how you responded:

**Level of Interest**
- High Interest: 46.3%
- Medium Interest: 41.5%
- Low Interest: 7.3%
- No Interest: 0%
- Undecided: 4.9%

**Satisfaction with Overall Content**
- Very Satisfied: 61.0%
- Somewhat Satisfied: 12.2%
- Satisfied: 20%
- No Interest: 7.3%
- Undecided: 2%

**Timeliness of Information**
- Very Satisfied: 54.8%
- Somewhat Satisfied: 16.7%
- Satisfied: 21.4%
- Undecided: 7.1%

**Helpful Resource**
- Strongly Disagree: 2.5%
- Undecided: 15%
- Agree: 60.0%
- Strongly Agree: 22.5%

**Satisfaction With Layout**
- Very Satisfied: 66.7%
- Somewhat Satisfied: 7.1%
- Satisfied: 19.1%
- Undecided: 7.1%
Take-aways from The Source Newsletter survey:

- I really enjoy the leadership development series. I’m not currently a leader, but I believe the information is very helpful; for I am a future leader!

- I would like to see some insight into Cerner functionality in the many solutions we have deployed.

- I enjoy the 5-minute snippet videos; would like to see one of those in every issue if possible.

- Have them come out more often! They are great!

- A small snippet on a new clinical product would be nice, i.e. new dressing.

- I enjoy the Employee Spotlight too!

- Many of the articles and education opportunities are geared to clinical/nursing managers. MHG employs many non-clinical managers and administrators who would appreciate education options to refresh and improve their managerial skills.

- I would like to see websites or printable articles on the WorkLife series for those unable to attend sessions after they have happened.