



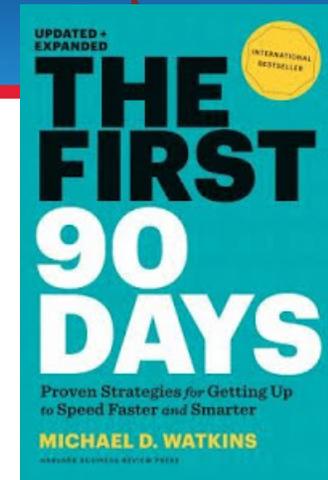
90 Day Transition Plan

Selection for a New Job – Now What

- Read “The First 90 Days”
- Organization Culture
- Meet with the Chair – Expectations
- Meet with Key Faculty Leadership within the Department.
- Meet with Key University Leadership
- Meet with Staff
- Meet with Other Administrators
- Review Department Reports
 - Financials (last 5 years)
 - Productivity (last 5 years)
- Spend Time in ED
- Resist the Urge to Make Changes

The First 90 Days

- Provides a Roadmap Transition of Success
- Identifies Key Processes to Focus On
- Identifies Pro/Cons of “to do” and “not do”
- There are Other Books and Resources



Organization Culture

- Determining Organizational Culture
 - Look from the Outside
 - Walk Around
 - What is the Mood
 - Commitment/Loyalty
 - How Employees Interact
 - Ask Questions
 - Attend Town Halls



Meeting with the Chair – Expectations

- Ensure Expectations of Chair and Administrator are Aligned-- Weekly Meetings; Daily conversations.
- Identify Short and Long Term Objectives
- Get Aspect on How You Both Can Work Together
- What are “Do’s” and “Don’t”

Meet with Key Faculty Leadership

- ID Expectations and Key Concerns
- Provide a Listening Ear
- Communicate How the Position Works with Them

Meet with Key University/Hospital Leadership

- ID Key Leadership
- Form Networks
- Of the Above Who Can Make Changes Affecting Your Work
- ER – Encompasses Everything
 - Consults
 - Labs
 - Radiology
 - Nursing
- Hospital Leadership

Meet with Staff

- What are their Expectations, and What are yours!
- Provides 1st Opportunity to Get to Know Them
- How to Provide Feedback
- Have Them Explain Their Responsibilities and How They do Their Job
- Create a timeline of future projects.
- Identify Opportunities.
- LISTENING!

Review Key Reports

- State of Department Financials
 - Budget
 - Variances
 - Salaries and Benefits.
 - M&O
 - Reserves
- Productivity Reports
- Revenue Cycle

Spend ED Time

- Networking
- Culture of ED
- Seeing Faculty in their Environment
- Operational Challenges

Resist the Urge to Make Changes

- Book of 90 days
- Observe and Listen
- What is Working and Not Working
- Make changes only when absolutely necessary