



## Identify an opportunity and Plan for Improvement

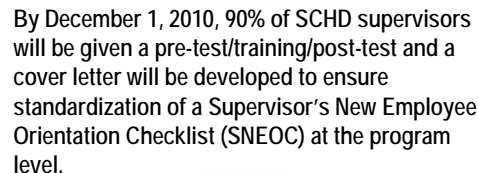
Quality Improvement Committee identified 8 items of improvement for the Sedgwick County Health Department:

- Cycle I Flow Chart discussed and created
- Flow Chart created to guide team's focus

```

graph LR
    A((Emp. Start Date)) --> B[Report to supervisor]
    B --> C[County Orientation]
    B --> D[Dept. Orientation Scheduled]
    B --> E[Division Orientation]
    B --> F[Individual Orientation]
    C --> G[Attend]
    D --> G
    E --> G
    F --> G
    G --> H[Evaluate Employee Satisfaction]
    H --> I((High Functioning Employee))
  
```

- a. Team Leader and Team Expert chosen
- b. Other team members given the opportunity to volunteer for the Quality Improvement projects of their choice.



Met to discuss current New Employee Orientation process and narrowed focus down to Departmental Orientation.



## Test the Theory for Improvement

- Pre-Test Surveys administered
- Discussion of Supervisors' New Employee Orientation Checklist (SNEOC)
- Post-Test Surveys administered

Monitoring meeting, 18 supervisors were administered a Pre-Test Survey regarding their knowledge of the SNEOC. Then a brief orientation of the SNEOC was facilitated by the SCHD HR Assistant. A Post-Test Survey was given immediately following the orientation.

## Standardize the Improvement and Establish Future Plans

- Developed a cover letter explaining the purpose and usage of the SNEOC.
- Made suggested changes to SNEOC, posted to H drive and notified supervisors of location for future use.

- a. Cycle 2: Within 6 months, send an electronic survey, to assess supervisors' usage of the SNEOC and to solicit suggestions for improvement.
- b. Cycle 3: Revise SNEOC, based on survey findings from Cycle 2. Then, distribute revised SNEOC to supervisors.

## Study

### Use Data to Study Results of the Test

Response	Pre Test	Post Test
Yes	6	17
No	12	1

