



FLASH FRIDAYS

March 17, 2023

Flash Fridays will be distributed weekly on Fridays to prepare you for upcoming surveys like The Joint Commission or State of WI surveys. The Continual Readiness information provided will pertain to all areas within NCHC, from Behavioral Health to Skilled Nursing Care, however some information may be more specific to one survey. Some may only pertain to clinical staff, but always read it thoroughly. If you have questions, ask your Team Leader to explain how the topic relates to your program or department.

THE JOINT COMMISSION IS COMING SOON! SURVEY WINDOW: FEB. 5, 2023 – AUG. 5, 2024



KNOW THE RESOURCES AVAILABLE TO ALL EMPLOYEES

Each day NCHC employees need to be fully prepared to work in an environment that promotes quality and safety as top priorities. Our employees have a variety of resources available to assist us with providing a safe and quality care experience. You have received resources in trainings, in UKG Learning, by email, or in meetings. Resources are on our website on the For Employees page, the NCHC intranet and the O:drive. And you have various printed available to you in your department, offices, on the floor and even on your badge buddy!

Remember Your Resources

These resources are here to guide you and your team during the survey process and may be consulted at any time.

- **Connections Employee Success Guide**
- **Survey Readiness Guide**
- **Communications Boards**
- **Infection Prevention Materials**
- **Code of Conduct**
- **Policies & Procedures in UKG**
- **Badge Buddies**
- **Flash Fridays**
- **Training & Education in UKG Learning**
- **www.norcen.org/ForEmployees**
- **Your Manager/Supervisor**
- **Health Info. & IMS Departments**
- **Human Resources Team**
- **Your Coworkers & Managers**



Get Familiar With Where Your Resources Are Located

Take some time with your team to locate and review the resources above. Ask your team if everyone knows where to find them and how to access the information. Challenge yourself with these questions:

- *If there is a power outage, where can you find printed resources?*
- *If you are out in the community, where can you access electronic resources?*
- *Do you have the contact information for your managers and supervisors if you need to consult them?*
- *What do I do if I forget a password and need to access materials through a login?*

Reviewing your resources and preparing for the unexpected will help you and your team succeed in your day to day work, as well as when surveyors ask questions.

Questions? Contact your manager or team leader and ask them about your role in the survey process.