



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

3. ASHHRA Membership Promotion

- Chapter demonstrates how ASHHRA membership is promoted within the local Chapter.

Documentation Required: Submit a summary of the chapter's ASHHRA membership promotion. Provide evidence of material used to promote ASHHRA and how it was communicated to the chapter membership. Evidence could be: (e-mail, ASHHRA blurb in chapter newsletter, brochure, flyer, website)

ASHHRA Update

From John W. Ostrom -Region 8 Consultant

Spring is finally here ...everyone is working on new 2008 operational goals...and hopefully enjoying the change in weather to start thinking about getting back on that mountain bike, hiking trails (without snow shoes), starting your garden, enjoying the sunshine, etc. Whatever you like to do in the spring and summer...I hope you fully enjoy it!

Let me tell you about a few things that are going on with ASHHRA:

44th Annual ASHHRA Conference & Exhibition October 12th through 14th will mark the 44th Annual ASHHRA Conference & Exhibition, "Leading with Passion & Purpose" in Austin, Texas at the Austin Convention Center. You can register now online at the ASHHRA website and save \$40- \$50 if you register by May 15th. I look forward to seeing you there!

Ask a Board Member I would encourage you to participate in the ASHHRA discussion board. This month, Bob Walters will answer your questions. To access the discussion board, click on the link located on the ASHHRA website.

AHA Solutions – Speakers for Chapter Meetings (New Chapter Benefit) AHA Solutions is a sister organization of ASHHRA and works collaboratively with ASHHRA to sponsor events, provide education and to gather continuous input into the development of the Human Resources portfolio of products and services.

The AHA currently endorses a comprehensive set of HR solutions including performance management, succession planning, employee engagement surveys and consulting, exit survey services, pre-employment behavioral assessments, wellness coaching and EAP, leave administration, background screening and drug testing services, retirement services, and voluntary employee benefits.

Solicitation of White Papers (New) ASHHRA is actively encouraging its members to contribute white papers that can be placed on the ASHHRA website. This is one way that members can share best practices and contribute to the professional development of their colleagues. The topics and submission deadlines for the foreseeable future are as follows:

Deadline	Topic
March 31	Wellness Practices and Programs
April 30	Leadership or Mentorship Practices and Programs
May 31	Employee Appreciation Ideas
June 30	Paid Time Off and Unpaid Policies
July 31	On-boarding Practices and Programs
August 31	Unique Programs to your organization that you feel add value
September 30	Performance Planning Practices (i.e. forms and processes)
October 31	Staffing over the holidays – what does your organization do?
November 30	Recruitment and Retention Strategies, Practices and Programs
December 31	New Policies being implemented for 2009
Jan. 31, 2009	Job Descriptions

Note: All submissions should be in the form of white papers, processes and/or forms, and submitted in MSWORD or .PDF format. If you are interested in submitting white paper, please contact Stephanie H. Drake, Associate Executive Director – ASHHRA, by phone at 312/422-3723 or by email at sdrake@aha.org.



Opportunities/Resources:

Organizations that have products and services endorsed by the AHA are excited about the opportunity to work with the local ASHHRA chapters in several capacities, including:

- Provide educational content in venues such as conferences, dinners, roundtables, panel discussions, etc.
- Provide thought leadership/consulting that could be used as newsletter content and as a source of data, trends and statistics

The following is a list of some sample speaking topics that you can utilize as your Chapter plans your educational programming.

- Beyond Psychiatric Disabilities: Recognizing the Behavioral Aspects of all Disabilities, Magellan
- Behavioral Health Considerations in Consumer Centric Health Care, Magellan
- Create, Advance & Sustain a Culture of Wellness: Behavioral Change Models; A Behavioral Health Perspective, Magellan
- Behavioral Coaching for High Cost High Risk Employees, Magellan
- Hospital Employee – Cost or Asset; Optimizing Human Potential in the Workplace, Magellan
- The Evolution of Disease Management (Discusses the stages of DM up to current approach of wellness coaching and changing behaviors), Magellan
- Eliminating legal and paperwork nightmares of absence/leave administration, Absentys
- Background Screening of Healthcare Personnel: Understanding the Interplay of Laws, Certiphi
- Closing the Gap in Applicant Screening, Certiphi
- Drug Testing in Healthcare, Certiphi
- Automating High Performance Workforce, Halogen
- How to Retain and Engage Mature Healthcare Workers, HR Solutions
- The Linkage Between Employee Engagement, Diversity and Satisfaction, HR Solutions
- Creating a ‘Magnetic Culture’ at Your Organization: Recruiting, Engaging and Retaining Top Performers, HR Solutions
- Strategic Alignment Through Successful Employee Engagement & Brand Building, HR Solutions
- Goodbye to Paper Personnel Files, Hyland

- Engaging and Retaining Top Talent, Pilat
- Surviving the Labor Shortage, Pilat

If you have an interest in working with any of the AHA Solutions partner organizations or are aware of any upcoming meetings where AHA Solutions may be able to assist, please contact Gayle Michaels, Director, HR Services, AHA Solutions, Inc. (a subsidiary of the American Hospital Association) by phone at 312-895-2532, or by email at gmichaels@aha.org.

Region 8 – Chapter Leadership Conference

Calls – 2008 Schedule There has been an expressed desire to share best practices, network, and strengthen our Chapters in Region 8 by establishing regular communication between Chapters on a quarterly basis. Consequently, I would like to extend an invitation to our Region 8 Chapter Leadership to participate in the following conference calls:

2008 Conference Call Dates	Times
Friday, April 4 th	12 Noon, MDT (Mountain Time)
Thursday, June 26 th	
Thursday, September 25 th	
Thursday, December 18 th	

Once the ASHHRA office has set up the conference call and provided instructions, I will forward those details to your Chapter Leadership. Individual Chapter Members should feel comfortable asking their Chapter Leaders to bring topics to this meeting for discussion, including resources that we can share to help one another.

I wish you continued success within your organizations and ASHHRA Chapters. If I can be of assistance to you, please do not hesitate to contact me at 801/442-2859.

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Tina Fisbeck noted that she uploads member survey results onto the CHAHRM website. She is investigating Survey Monkey and other tools to use for the surveys.

Scholarship and Professional Development:

Gini Adams stated there are no scholarship applications at this time and the application has been online for one month. An email will be sent to remind members of the scholarship application on the CHAHRM website.

Liaison Update:

Adam Lydick, Liaison Coordinator, did not attend the meeting.

Vendor/Sponsor Update:

Greg Thress reported 12 vendor/sponsors for this June conference. Year to date vendor/sponsor support totals \$11,000. Goal for the year is \$15,000. Currently four vendors have pledged support for the fall conference for a total of \$2,250. Janice Blankenship suggested Premier Employment Services as a vendor for the fall conference.

Old Business:

There was no old business for discussion.

New Business:

There was no new business for discussion.

Adjournment:

The meeting was adjourned at 9:30am.

Julie Ammon
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ASHHRA Update

From John W. Ostrom -Region 8 Consultant



It is a tremendous pleasure to take a moment and express gratitude to all of you for the opportunity to attend and participate with you in the Vail Conference. I would like to thank all of you who made me feel very welcomed, especially

Tina Fisbeck who was my chauffeur to and from Denver International Airport, and your wonderful Chapter President Alisa Rathbun who so graciously extended the invitation to visit. I appreciate her commitment to the success of both ASHHRA and CHAHRM, and to her accountabilities within her own organization. While Alisa was unable to join us, certainly we all understood that her priorities were appropriately established and she was where she was most needed.

This month is a busy one, as I am involved in preparations for our upcoming Annual Conference and Exhibition in Austin, TX. If you have not already registered, please take a moment and visit the ASHHRA website and learn about this exciting networking and career development opportunity. For the second year in a row, I will be teaching along with others in the pre-conference HR Boot Camp on Saturday. For those who are new (and "old," as I celebrate another birthday today) to the profession, it will be an excellent introduction to the ASHHRA Leadership Competencies and will provide many best practice ideas for implementation in your own organization.

In addition, as Region 8 – Regional Consultant, I serve on the ASHHRA Chapter & Member Services Committee. We are in the process of reviewing all of the nominations sent in from ASHHRA Chapters around the country and will be meeting in Chicago on July 10th-11th to make those final award selections. It is truly amazing to see the strength of our Chapters represented in the award nominations for both individuals who are personally engaged in strengthening the Chapters and giving back to their profession, and also in the Chapters as a whole who are doing so much good within their communities and member organizations,

respectively. Kudos to you for all that you are doing in CHAHRM...well done!

Lastly, I would like to encourage you all again to familiarize yourself with the benefits of national ASHHRA membership. It has been extremely beneficial to me throughout my career, as I explained in my presentation at the Vail Conference. It is a pleasure to now give back through service to my profession through this role as Regional Consultant. At the end of this year, my term will expire. I hope that many of you will consider this Regional Consultant leadership opportunity and others within ASHHRA...the profession needs your talent and you each have so much to give.

Thanks again for the opportunity to get to know so many of you better in Vail. I hope you enjoy a wonderful summer...

Best Regards,

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CHAHRM's Annual Conference

Vail, June 4 - 6, 2008

Connect with Hot Topics in Healthcare HR

The Ten Demandments of Recruitment

Presenter: Erin Perry, MBA, Client Solutions Manager, Pinstripe Health Care

Pinstripe presented the 10 Demandments of recruiting, taking off on a book called the The Ten Demandments: Rules to Live By in the Age of the Demanding Customer. The presenters, Erin and Natalie, emphasized that today's recruiting is different because we have a more informed candidate. The new candidate is more demanding. We used to just kinda advertise and screen. Today we need to address the candidate as the center of the process and two-way communications are critical.

The 10 Demandments as applied to recruiting, selection, talent management, and the employment function:

1. *Earn My Trust:* Let candidates know honestly where they are in the process. Keep them up to date as to where their candidacy stands. Keep candidate information private and secure. Cleveland Clinic, as an example, says right up front that they will be sensitive and keep applications and related information private.
2. *Inspire Me:* Make sure all candidates are treated with respect. Advertise how much you give to the community and how much your organization is filled with service and integrity. You need to be a company who gives back to the community, to the environment, to the local economy. Shout out your mission, vision, and values.
3. *Make It Easy for Me:* Make your process for applying speedy, simple, with useful information provided. Use one click to get what they need fast. Use the web that is easy to use, has a "my cart" feature such as Children's in Atlanta. Tenet has a separate page just for recruiting Executives.