

DR. JOHN WARNER HOSPITAL

REALISTIC JOB PREVIEW

INTRODUCTION

Dr. John Warner Hospital is a City-owned, not-for-profit organization, dedicated to providing quality healthcare through the implementation of the **Performance Improvement Program** throughout the hospital. Dr. John Warner Hospital is located in Clinton, Illinois and provides inpatient, outpatient, ancillary and skilled care services.

Our **Mission** and **Values** at Dr. John Warner Hospital is to:

MISSION

DR. JOHN WARNER HOSPITAL

A...committed to personal, compassionate care for you, our friends, and neighbors.

VALUES

*We value compassion which allows us to empathize with others and meet their individual needs.
We encourage professionalism through appearance, actions, competence and continued education
driven by personal growth.*

*We believe in collaboration of all members of the healthcare team to deliver comprehensive
medical service to the community.*

We respect everyone=s dignity by valuing privacy and confidentiality.

*We value efficient use of resources and encourage cost containment by each individual while
maintaining quality patient care.*

Working at Dr. John Warner Hospital offers advantages not yet recognized in most hospital settings of today. Working at Dr. John Warner Hospital will most likely be different from other job experiences you have encountered. Therefore, this preview is presented to assist you in deciding if our **Mission** and **Values** is for Ayou@.

WORKING FOR DR. JOHN WARNER HOSPITAL

Working at Dr. John Warner Hospital is a very rewarding experience that involves a great deal of employee involvement and active participation which may not appeal to you.

WORKER PARTICIPATION AND TEAMWORK

Dr. John Warner Hospital employees, no matter what department or job classification, are expected to participate in **Performance Improvement (PI)** by contributing ideas and suggestions for improving the quality of patient/resident care, community interests and employee growth and satisfaction.

Teamwork is essential to our success. Every employee is dedicated to working in harmony to achieve our democratically adopted goals. Punctuality and continual attendance shows our respect for one another and for the organization. Members helping each other is routine for this facility.

COMPLEXITY

The complexity of jobs at Dr. John Warner Hospital are varied and may require cross-training to work in more than one area or position. Employees must be willing to help out in different areas when requested.

TRAINING

Dr. John Warner Hospital is committed to working as a **TEAM** to train and develop employees. New employees rotate through orientation with the aid of numerous staff members contributing input into the orientation process. On-going education is the responsibility of every employee.

PERFORMANCE IMPROVEMENT

Employees at Dr. John Warner Hospital are expected to strive to exceed the expectations of our customers. Performance improvement is a collaborative effort at Dr. John Warner Hospital and employees are the **TEAM PLAYERS** in this effort. Employees are strongly encouraged to participate in this voluntary commitment.

SAFETY

Dr. John Warner Hospital employees are expected to work together to maintain an environment that will assure a safe outcome for patients/residents and staff.

PRODUCTIVITY

All employees at Dr. John Warner Hospital are dedicated to work together to assure the ultimate outcome for the patients/residents presenting for care. This may necessitate working overtime or rotating shifts to assure this outcome. Harmony is a quality to be achieved.

QUALITY

Employees at Dr. John Warner Hospital are involved in **Performance Improvement**. Employees participate on **TEAMS** to identify barriers to quality and brainstorm and collect data to make consensus decisions to resolve problems and prevent reoccurrence.

COMMUNICATION

Dr. John Warner Hospital is dedicated to keeping employees informed of daily activities through memos, meetings, minutes of meetings, newsletters, calendars and bulletin boards. Employees are expected to cooperate in communicating any barriers to quality as well as participate in problem resolution and problem prevention.

CONDITIONS OF WORK

The **Mission** and **Values** of Dr. John Warner Hospital requires that all employees work in harmony to assure quality healthcare. To succeed in this endeavor, employees are expected to rotate shifts, holidays, and weekends as needed to maintain this quality.

A portion of the job positions are represented by the American Federation of State, County and Municipal Employees Local 3329.

THE JOB

There are numerous job positions available at Dr. John Warner Hospital. Healthcare institutions incorporate minimally skilled as well as highly skilled workers. Each employee plays an important role of a **TEAM** dedicated to exceed the patient/resident expectations in quality healthcare. Employees are encouraged to make decisions that affect themselves and the patients/residents they serve. Therefore, employees with positions at Dr. John Warner Hospital must be committed to the **Mission** and **Values** of this facility. Anything less is not acceptable.

Important activities that include all employees at Dr. John Warner Hospital are:

- X Performing assigned duties and be open to cross-training to increase one=s skill performance within the organization.
- X Training and guiding new or less experienced employees in developing and applying new and existing skills.
- X Performing quality review of work performed and through data collection find root causes of problems.
- X Establishing and participating in **TEAMS** in problem resolution and problem prevention.
- X Engaging in improvement activities by making suggestions and participating in projects to improve quality.
- X Participating in keeping work environment a source of pride.
- X Assisting in writing, reviewing and revising department policies and procedures.
- X Being consciously aware of needs of co-workers and other hospital personnel and assist them accordingly.
- X Communicating with other departments to improve quality directly and through the Coordinator.

CONCLUSION

Now that you have experienced what constitutes working at this facility, please take a moment to complete the attached job application check sheet. Put a mark in each box that you honestly feel you can commit to. If you find you are not able to fulfill such a commitment by marking most of the boxes, please reconsider applying for a job at Dr. John Warner Hospital.

JOB APPLICATION CHECK SHEET

TEAMWORK - WHAT=S REQUIRED

- Being a Team Payer
- Consider co-workers and organization as primary

THE GROUP - WHAT=S REQUIRED

- Continual attendance and punctuality
- Work in harmony to achieve goals
- Routinely helping each other
- Perform assigned duties and be open to cross-training
- Maintain physical environment of the workplace

COMPLEXITY - WHAT=S REQUIRED

- Being aware of the needs of others
- Cross-training as needed

TRAINING - WHAT=S REQUIRED

- Continuous training is responsibility of all
- Train new and less experienced employees

SAFETY - WHAT=S REQUIRED

- Team Player in maintaining a safe environment

PRODUCTIVITY - WHAT=S REQUIRED

- Performance at highest level
- Working overtime, rotating shifts and weekends.
- Cross-training, where possible

QUALITY - WHAT=S REQUIRED

- Participate in **PI** and **Teams**
- Decisions by consensus
- Being accountable for quality care

PERFORMANCE IMPROVEMENT - WHAT=S REQUIRED

_____ Strive to exceed patient/resident expectations

_____ Voluntary commitment

JOB APPLICATION CHECK SHEET

(Please complete this sheet and place inside the employment application form)

TEAMWORK - WHAT=S REQUIRED

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as primary

REQUIRED**THE GROUP - WHAT=S REQUIRED**

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_____ Work in harmony to achieve goals

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PRODUCTIVITY - WHAT=S

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and weekends.

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QUALITY - WHAT=S REQUIRED

_____ Participate in **PI** and **Teams**

_____ Decisions by consensus

_____ Being accountable for quality care

_____ Strive to exceed patient expectations

_____ Voluntary commitment

Realistic Job Preview

Form #261

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