

Succession Planning/Growth and Career Development Tracking for: Kaitlyn Atkins			
	Specific Activity Completed		
Succession Planning Activity	2022	2023	2024
Formal Training and Education		Attended review course for NE-BC certification-May	
Operational Responsibilities Outside Current Expertise	Managed Geri-psych services until new Nurse Manager found	Led group with Nurse Surveyor for Joint Commission survey May	
Strategic Project Management		Represented Nursing Admin during CommonSpirit Health IT visit for EPIC upgrade-June  Represented Nursing at meetings with CommonSpirit representatives to look at current processes and streamlining admissions-Dec	
Relationship Building	Teambuilding with IP Nurse Managers	Involved in strategic planning meeting for the AR market-July  Asked to be on the Habitat for Humanity Board -August	

Financial Acumen	Helped with nursing staffing grids for next FY	Involved with new staffing grids and productivity targets for the FY-July	
Communication		Hutrics Leader Assessment done and results/feedback shared-June	
Leading Teams	Successfully led the IP nurse managers through several months of minimal staffing and them having to cover the patient load	<p>Involved in meeting with physician leaders to discuss nurse/physician rounding. April</p> <p>Scheduling and leading meetings with interdisciplinary team to get ready to open new Addiction unit. Ongoing</p> <p>Led visit with consultant to look at bedside huddle, MDR, and discuss patient experience initiative-Dec</p>	

2022 Goals:

- Build relationships with the IP Nurse Managers
- Become more familiar with the rules and regulations around IP acute care

- Increase knowledge base on how to build staffing grids and develop a budget for nursing units
- Develop trust with local physician leaders and be visible to them for issues

#### 2023 Goals:

- Participate in meetings with VP of PCS where strategy and future planning are discussed
- Take steps to obtain Nurse Executive Board Certification
- Build relationships with the ancillary service areas and their leaders and the community
- Participate as the primary lead for Med-Surg during Joint Commission survey
- Standup new Addiction unit

#### Notes:

2022: Met with Kaitlyn on several occasions to develop a plan for staffing and discussed how to handle the Nurse Managers having to work.

Bi-weekly meetings held to discuss goals as outlined for 2022.

2023: In Jan, met with Kaitlyn to discuss her future career plans and interest in moving into the VP role. Shared job description with Kaitlyn. Actively looking for opportunities for Kaitlyn to be more visible to the medical staff and other leaders inside and outside the organization.

April: Met with Kaitlyn to review goals for the year and areas that she wants to focus on for growth and development.

June: Huttrics Leader Assessment done and results reviewed with Kaitlyn

July: Annual evaluation performed and goals set for next year

August: Habitat for Humanity reached out to Teresa Lambert to become Board Member. Kaitlyn recommended to fill slot and accepted.

November: Traveled to sister hospital to review their patient experience initiatives.

December: Led discussion with Peter Wong and Yvonne Acosta to look at SVHS processes and decrease LOS and increase admissions by 1100. Planned and spent day with Karen Byrnes looking at current processes and areas of opportunity in the inpatient units for patient experience.