



Performance Leadership Academy	Management Development Academy	New Directors' Mentoring Program	Leadership Academy for Physicians
Executive Directors Administrative Directors Directors Medical Directors	Team Leaders Supervisors • Managers Charge Nurses Patient Care Coordinators	New Administrative Directors New Directors	University Health System Physicians
Succession Planning	Succession Planning	Competency Mastery	Succession Planning
Leadership Development	Leadership Development	Professional Development	Leadership Development

The Institute for Leaders is the Center for Learning Excellence at UHS's premier group of performance development programs providing leadership training and resources to University Health System employees.



*The Center for Learning Excellence at University Health System creates and/or facilitates a wide variety of relevant, timely learning opportunities for University Health System employees, volunteers and designated partners to support the delivery of the highest quality patient care, customer service and healthcare student education.*

*If you are interested in, or need more information on, any of these services and classes, as well as the programs under our **Institute for Leaders**, please call 358-2355, the **Center for Learning Excellence** at University Health System.*

#### **Orientations**

- ◆ ORIENTation EXPRESS  
(classroom training for new full-time employees)
- ◆ Computer-Based Training  
(annual competencies/compliance)
- ◆ Nursing Orientation to Clinical Excellence (NOCE)
- ◆ Departmental Orientation
- ◆ Self-study Orientation
- ◆ Orientacion en Español  
(covers required topics for Spanish-speaking and limited English proficiency staff)
- ◆ Unit Clerk Course

#### **Human Resources**

- ◆ Documenting and Writing Your Self-Evaluation
- ◆ Delivering the Performance Evaluation
- ◆ Preventing Sexual Harassment
- ◆ Competencies for the Clueless
- ◆ Coaching and Counseling
- ◆ Behavior-Based Interviewing
- ◆ Retirement Planning
- ◆ Back Injury Prevention
- ◆ Stress and the Workplace

#### **Administrative**

- ◆ Supervisory Skills
- ◆ Time Management
- ◆ Administrative Professionals' Council

#### **Technology**

- ◆ Multimedia Services
- ◆ eLearning

#### **Education Access**

- ◆ School at Work
- ◆ Resource Center
- ◆ Education Expo
- ◆ Nursing Scholarship Program
- ◆ Continuing Education/ Certification Reimbursement
- ◆ Tuition Reimbursement

#### **Communication/Teambuilding**

- ◆ 4 for the Customer
- ◆ Teambuilding
- ◆ Group Facilitation
- ◆ Conflict Resolution
- ◆ Presentation Skills
- ◆ Business Writing
- ◆ Assertiveness
- ◆ Disagreeing Respectfully
- ◆ English as a Second Language
- ◆ GED

#### **Source4Success**

- ◆ Resources for developing the four facets of success
  - Personal
  - Professional
  - Community
  - Organizational

#### **Cultural Competency**

- ◆ Medical Spanish
- ◆ Multi-Cultural Sensitivity: Learning About Different Cultures
- ◆ Cultural Competency in Nursing

#### **Patient Care Skills**

- ◆ Best Practices in Organ and Tissue Donation
- ◆ Medical Surgical Technician Course
- ◆ IABP Course (Datascope Intraortic Balloon Pump)
- ◆ DVT/PE Classes (Deep Vein Thrombosis/Pulmonary Embolism)
- ◆ Applied Suicide Intervention Skills Training (ASIST)
- ◆ Satori Alternatives for Managing Aggression (SAMA)
- ◆ SAMA Instructor Course
- ◆ Nursing Grand Rounds

#### **Mentor/Preceptor Programs**

- ◆ New Administrative Professionals
- ◆ Precepting for Nursing Excellence
- ◆ Preceptor EP (Experienced Provider)

#### **American Heart Association Continuing Education**

- ◆ Advanced Cardiac Life Support
  - One-day traditional class
  - Two-day traditional class
  - HeartCode ACLS Anywhere (online)

- ◆ Healthcare Provider and Heartsaver Courses (CPR)
  - Marathon
  - Traditional
  - Online
  - Instructor
  - Instructor Renewal

#### **Community Resources**

- ◆ Student Affiliation Agreements
- ◆ University Health System Volunteer Services Program
- ◆ University Health System Junior Volunteer Program (ages 14 to 18)
- ◆ University Health System Volunteer Corps
  - Community-based volunteer activities
  - Health Careers Ambassadors
  - Foster Grandparent Program
  - RSVP Program
  - Sewing for Preemies
- ◆ University Health System Health Careers Internet Web site
- ◆ University Health System Internet link to [www.hotjobs.org](http://www.hotjobs.org)
- ◆ United Way of Bexar County Pacesetter Organization
- ◆ University Health System hospital and clinic tours for high school groups
- ◆ Health Careers Observers
- ◆ Camp 98.6°



University Health System Institute for Leaders

# PERFORMANCE LEADERSHIP ACADEMY

## APPLICATION FOR ADMISSION

(completed by applicant)

### I. PERSONAL DATA

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Education/Credentials  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Department(s)

\_\_\_\_\_  
Number of staff you supervise

\_\_\_\_\_  
Years with University Health System

\_\_\_\_\_  
Vice-President's name

### II. ESSAY

Please describe (500 words or fewer, double-spaced, on separate paper) how your participation in the Performance Leadership Academy will further the realization of the University Health System's mission, vision, and values.

### III. PERSONAL COMMITMENT STATEMENT

I understand that, if selected as a Performance Leadership Academy member, I will successfully complete the four core courses, including the learning assessment and application session for each course.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Applicant completes Application sections I, II, III, and submits with essay and Assessment Form to their vice president (keep a copy for your records). Vice president completes Assessment Form and submits Application and Assessment Forms to Learning Resources by September 17, 2007.

# PERFORMANCE LEADERSHIP ACADEMY

## ASSESSMENT FORM (completed by applicant's vice-president)

Name of applicant: \_\_\_\_\_

Please assess if this applicant has the potential and the ambition to work in a senior leadership role.

Using the following scale, please rate the applicant on the following:

Rating Scale: ① Rarely ② Occasionally ③ Usually ④ Almost Always

### ▶ Character

①	②	③	④

- Is applicant committed to honesty and truth?
- Does applicant follow through on commitments/assume responsibility for own behavior?

Strengths	Areas for development
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### ▶ Motivation/drive

①	②	③	④

- Does applicant learn well and is this person capable of applying new skills to become a stronger leader?
- Does applicant have the desire to pursue a higher level leadership role at University Health System?

Strengths	Areas for development
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### ▶ Results-orientation

①	②	③	④

- Is the applicant a problem solver?
- Has the applicant transformed his/her department in a measurable way?

Strengths	Areas for development
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### ▶ People skills

①	②	③	④

- Does the applicant communicate in an open, candid, clear, complete, and consistent manner?
- Does the applicant have the trust and respect of his/her entire department?

Strengths	Areas for development
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### ▶ Alignment with University Health System's mission, vision, values?

①	②	③	④

- Does the applicant understand the importance of his/her department/function within the organization?
- Does this applicant have the ability to move the business into new areas?

Strengths	Areas for development
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Vice President Signature \_\_\_\_\_

Date \_\_\_\_\_

Total score \_\_\_\_\_



# PERFORMANCE LEADERSHIP ACADEMY

## Application Packet

Deadline for submission: September 17, 2007, 5:00 p.m.  
Return to: Learning Resources, MS 58-1, ATTN: Jacque Burandt



Applicant completes Application sections I, II, III, and submits with essay and Assessment Form to their vice president (keep a copy for your records). Vice president completes Assessment Form and submits Application, essay and Assessment Forms to Learning Resources by 5:00 p.m., September 17, 2007.