



RIVERSIDE

HEALTHCARE



Riverside Lean Fundamentals Certificate Program Application & Information Packet

For Office Use Only - Date received in OD & Learning Department:

Riverside Lean Fundamentals Certificate Application

NOTE: Only Complete Applications will be considered if submitted by the due date – Applications are due to Riverside's OD & Learning Dept. no later than January 13, 2020.

Purpose

Riverside is committed to assuring it remains a place where employees choose to work for their personal best, where physicians choose to practice, and where patients choose to receive their care. To that end, we are building a focus on using Lean and continuous improvement to make our processes the best they can be. The Riverside Lean Fundamentals Certificate Program is a voluntary program intended to provide up to 25 selected Riverside employees with exclusive and unique Riverside development opportunities designed to provide a working knowledge of Lean process improvement methodology, participation in hands-on application of this methodology on actual Riverside processes, and chances to learn about process improvement opportunities with other Riverside team members across the organization. Lean knowledge and skills are highly sought after and valuable commodities in the workplace today, so we urge you to take advantage of this professional development opportunity. This program meets one to two afternoons per month, starting in **January 2020** and ending in **May 2020**.



The Riverside Lean Fundamentals Certificate is a combination of 4-hour classroom sessions at the Kankakee North Extension Campus and independent project work by the employee. Upon successful completion of the program, the employee will present their project to the group and Senior Leadership and be awarded a Lean Fundamentals Certificate. Successful completion of the Lean Fundamentals Certificate Program makes an employee eligible to pursue the Lean Intermediate Certificate and Lean Advanced Certificate. After earning all three certificates, the employee is expected to possess the knowledge and skills to lead and facilitate Lean projects on their own.

Selection Criteria

Selection of the Riverside Lean Fundamentals Certificate Program attendees is based on several criteria, including work performance, approval from current Riverside Director, the typed two-page essay, and a completed application by the due date. The applicant's essay must include two suggestions for work processes he/she would like to improve as part of his/her Lean project. At the time of the application, applicants must also be employed at Riverside Healthcare in any Riverside corporation and have minimum education of a high school diploma/GED.

Agreement and Understanding:

If chosen to attend the Riverside Lean Fundamentals Certificate Program, participants agree to regularly attend and actively participate in all scheduled sessions, to complete all assignments and to provide feedback on helpfulness of the entire program.

Note: *In order to earn the completion certificate associated with the Riverside Lean program, attendees must complete 100% of all courses, coaching sessions, and assignments.*

Application Process:

A completed application (including the essay) for any eligible Riverside employees interested in participation in the program must be submitted to Riverside's Organizational Development and Learning Department by the application due date for consideration. All applicants will be notified if they have been approved to attend or not by January 16. *Note: Incomplete applications will not be considered for the program and will be returned to the applicant.*

NOTES:

- Items to be reviewed will include attendance records and past performance evaluations. Existence of any corrective actions in the past 12 months may be grounds for disqualification from this opportunity.

For Additional Information:

For additional information, contact: Sara Meyer, 815-935-3276, ext. 6392; Organizational Development & Learning Department or e-mail lean@rhc.net.

Riverside Lean Fundamentals Certificate Application Form

Directions for Completion: Please complete all sections of the entire application. Incomplete applications will NOT be considered for participation.

Section I: Personal Information

Name _____ Previous Name _____

Address _____

City, State, Zip _____ Home Phone (_____) _____

Email _____

List all Current Completed Academic Degree (s) or Certifications (e.g. HS Diploma, GED, BSN, MSN, MBA, etc.)

Section II: Educational Plans

Are you currently pursuing a degree or certificate? If so, please list what degree/certificate below:

College/University: _____

When do you anticipate graduation/completion of this program: _____

Section III: Employment History and Background

(Please include any breaks in employment)

RHC Hire Date _____ Current FTE Status _____

Current RHC Department _____

List all employment below, starting with the most recent, up until employment at RHC.

| Employer | City/State | Dates |
|----------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section IV: Essay Statement

Please attach a **maximum two-page typed statement** that includes information you believe the selection team should know as they consider your application. Please include your responses to the following questions in your written statement:

1. Why do you want to be selected to participate in the program, and how do you intend to use knowledge gained from participation within your work at Riverside?
2. Describe two processes in your department that think would benefit from being made more efficient, more reliable, or more standardized. What would be the benefits to your department if they were made better? What other departments might be impacted by this process? Are they already being worked on?

Section VI: Applicant Checklist and Authorization Review

Applicant Checklist:

- All sections of this application are complete
- Typed Essay statement is attached
- Authorization Review section is complete and signed by applicant.
- Application is signed by applicant's Director

Authorization Review:

By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize the review of all information in order that my eligibility for the certificate program may be determined.

Please check any/all of the boxes below to indicate your review and understanding:

- I understand and agree participation in the Riverside Lean Fundamentals Certificate Program is voluntary and that if my time to attend is paid, it will be paid by my department and time to attend coordinated with my immediate leader.
- I understand the expectation to participate in all course and coaching sessions, and to work to incorporate this training into my process improvement project.
- By signing this application form, I attest the information provided on this application is true and accurate.
- I understand that to earn the certificate for the Riverside Lean Fundamentals Certificate Program, I must complete 100% of scheduled courses and coaching sessions, along with completing all assignments.
- I understand that selection as a Riverside Lean Fundamentals Certificate Program participant does not guarantee a promotional or management position at Riverside.

Print Applicant Name

Signature of Applicant

Date Signed

APPLICANT: Please meet with your Director to discuss this application and obtain approval.

My signature below represents I have discussed this application with my employee and give my full support and recommendation for this employee to participate in the Riverside Lean Fundamentals Certificate Program. I have also made arrangements with the employee regarding their work schedule to attend this program. I further attest the employee meets the following eligibility criteria:

- Must be in good standing as an employee (no corrective actions in past 12 months).
- Is a current, active Riverside employee.
- Has at least a high school diploma/degree.

Signature of Riverside Director or Designee

Date Signed

Printed Name of Riverside Director

APPLICANT: Please send the application and attachments to OD & Learning Department at Riverside.

My signature below represents that I have reviewed this application and recommend this employee be considered for the Riverside Lean Fundamentals Certificate Program based upon their appraisal and corrective action status.

Signature of Vice President, Human Resources or Designee

Date Signed



Riverside Lean Fundamentals Certificate Schedule

Class sessions meet on the dates/times as listed below. Time to attend this program must be coordinated with and approved by your supervisor. In addition, attendees are expected to spend time performing process observations in their department or otherwise working on their projects between class meeting times.

The Class Schedule for the sessions are listed below:

| Date | All Sessions Meet 1:00-5:00 PM. Session Topic: | Location |
|-----------|--|----------------------|
| 1/30/2020 | Introduction to Lean Principles: Lecture & Simulation, Part 1 | KCC N202 |
| 2/13/2020 | Introduction to Lean Principles: Lecture & Simulation, Part 2 | KCC N202 |
| 2/27/2020 | Individual Lean Project: Scoping & Planning Observations | KCC N202 |
| 3/26/2020 | Individual Lean Project: Process Mapping, Developing Solutions | KCC N202 |
| 4/30/2020 | Project Presentation Dress Rehearsals | Johnson Lecture Hall |
| 5/14/2020 | Present Individual Lean Projects & Awarding Certificates (Group 1) | Johnson Lecture Hall |
| 5/27/2020 | Present Individual Lean Projects & Awarding Certificates (Group 2) | Johnson Lecture Hall |

In addition to the above schedule, individual coaching sessions may be scheduled with attendees, as needed, to provide support and monitor project development.