

OHA Mini Residency Program Sample Agenda & Tips for a Successful Mini Residency

10 a.m., Welcome & Introductions: Hospital CEO

Consider meeting in the hospital lobby or in a conference room located near the starting point for the hospital tour.

10:15 a.m., Hospital Tour

Invite your nursing officer, COO, Advocacy Network liaison, and OHA representative to join the tour. Highlight hospital services which the legislator may be unaware of, or areas which may be impacted by current or future legislation (i.e., maternity, ER). Prepare the directors of the departments to be visited that the legislator will be visiting. Ask department heads to lead their portion of the tour. The CEO should introduce the legislator to as many people as possible throughout the duration of the tour.

11:15 a.m., Discussion of Pertinent Issues, Appropriate Attendees/Issues to Discuss:

Medical Staff Director

- Patient Safety
- Staffing Issues

Director of Nursing

- Nurse Staffing, Shortages, Mandatory Overtime

Chief Financial Officer

- Fiscal & Financial Issues

Hospital Board Chairman

- Community Support, Local Issues

OHA Staff Representative

- Pertinent Legislative Issues

President & CEO

- Summation

This group discussion should be held in a conference room or other private area near the room where lunch will be served. Prior to the Mini Residency, OHA will provide you with talking points/background on legislative issues which the hospital staff may wish to discuss (Example: HB 78 analysis (nurse ratios) for nursing director, SB 4 analysis (prompt pay) for CFO. Encourage each attendee to come prepared to lead a 10-minute discussion on their portion of the agenda.

12 noon, Lunch

Consider inviting 20 to 40 individuals from your management staff, governing Board, and other hospital leaders to the luncheon. Be sure the legislator is personally introduced to each person at the lunch. Prior to the luncheon, ask the legislator if he or she wishes to address luncheon attendees. After lunch, the CEO should offer a brief comment thanking the legislator for attending the Mini Residency. The comments could include background information on the legislator (i.e. legislative committee assignments, legislation introduced, etc). OHA can provide this information. At this time, the legislator may make comments, if he or she wishes to do so.

1 p.m., Adjourn

Tips for a Successful Mini Residency:

- When OHA contacts you with confirmation of the date and time of the Mini Residency, send your legislator a confirmation-and-thank-you –for-participating letter. Include a map with directions to the hospital.
- Provide nametags for all involved in the hospital tour, group discussion and lunch (legislator, hospital staff, OHA attendee(s)).
- Ask your hospital's Public Relations Department to take pictures during the Mini Residency. After the program, send a picture and a press release to your local newspapers.
- Print an announcement of the upcoming Mini Residency in your hospital's employee newsletter. OHA can assist in providing background information on your hospital's legislator.
- A week or so after the Mini Residency, send your legislator a thank you letter for participating in the program. Include a copy of any newspaper stories which appeared as a result of your hospital's press release and a copy of the article which appeared in your hospital's employee newsletter.