

ENHANCING EFFICIENCY IN COLLEGE OF NURSING CEREMONIES

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UNIVERSITY OF
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PURPOSE

This improvement project aims to streamline the planning and execution of key College of Nursing ceremonies—Stethoscope, White Coat, and Convocation—to improve efficiency, reduce logistical challenges, and enhance the overall experience for students, faculty, and guests.



PEOPLE INVOLVED

People Involved



PROJECT PATH

- Review Current Process: Wright and Kendall
- What's Working: Graduate Advisors
- What's Broken: Graduate Advisors
- What Has to Change: Wright, Kendall, Graduate Advisors



KEY IMPROVEMENTS

Annual Planning Process

1. 75 days before the event, the Administrative Coordinator:
 - a. Requests a list of students who are eligible to participate in the event from the appropriate Program Director.
 - b. Send out a “save the date” to students and faculty concerning details coming for ceremonies.
2. Thirty (30) days before the event, the Administrative Coordinator asks for a script of the remarks to be delivered by each speaker.
10. One week before the event, the Administrative Coordinator:
 - a. Sends event details to students. A link to the livestream is included.
 - b. Meet with staff assisting with event. (Send duties one week before meeting)
 - c. Print 3 x 5 name cards from RSVP list.



RESULTS

- A more structured and efficient approach to planning and executing ceremonies.
- Reduced administrative burden on staff.
- Improved clarity and communication among all involved.
- Enhanced overall experience for students, faculty, and guests.



NEXT STEPS

- Review the existing workflows for planning and executing the Stethoscope, White Coat, and Convocation ceremonies.
- Identify bottlenecks, redundancies, and pain points in the current system.
- Gather feedback from two people involved (faculty, staff, or students).



REFLECTIONS

- A collaborative approach has replaced the previous totalitarian attitude
- Effective coordination with department leaders ensures strategic planning
- Gaining insight into various roles and responsibilities within the College of Nursing enhances teamwork and efficiency
- The improvement process remains continuous and evolving



THANK YOU!

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