

## Case Study: VCommittEase

## VCommittEase

### Overview

Carteret General Hospital increased transparency and efficiency in its Quality Council by implementing VCommittEase. The North Carolina hospital uses the web-based VCommittEase to streamline committee meeting workflow. Not only do council members save time both preparing for meetings and during the meetings themselves, the committee members credit the efficiency for allowing better focus on the data and ideas which directly leads to a better and safer patient experience.

### Challenge

Like most committees, Carteret General's monthly Quality Council meeting consists of a current data review, various staff presentations, and brainstormed conversations jotted into organized meeting minutes. Oh, and participants' schedules demand this lengthy agenda all in an hour's time. Historically, council members were unable to review real time data prior to meetings, so that much of the meeting time was spent deciphering reports as opposed to acting on results. Time consistently ran short and agenda items were pushed off to future meetings.

### Implementation

Accreditation Coordinator, Barb Thomas implemented VCommittEase stepwise, so that committee members didn't feel that jolt of change that can accompany a new software introduction. With specific data on her mind, Barb created a dashboard of reports tailored to the agenda for the Quality Council. She combined the organizations' data from VSurvey (NPSG, EOC rounds, etc) with other hospital reports (patient satisfaction, quality indicators, etc) and then included that data with other information (hospital documents, power point demonstrations, even pictures) on upcoming agendas. Barb allots a time period for each topic, and she can assign council members to specific talking points. VCommittEase easily allows her to organize and upload data onto the monthly agenda. By adding reviews to individual agenda items, committee members can guide the discussion for a meeting before walking in the door.

With implementation under her belt, Barb looked to ways to further improve the monthly meeting process through the tool. One example, an administrative assistant records minutes, specific to each item on the agenda, in VCommittEase. Barb then creates a summary report of the minutes within the tool and attaches it to next month's agenda for review and approval. Next, Barb will use the software's notices to distribute information and assign pre-meeting tasks. She can include all committee members on a single notice and track when the notice was read and acknowledged by each council member.

### Conclusion

Carteret General Hospital finds VCommittEase increases committee efficiency, especially in the Quality Council. Users easily implement VCommittEase, as the system shares data, evidence, notices, and reports with its sister tool VSurvey. The web-based access allows for advanced preparation which enhances meeting discussions--members will engage in more meaningful meetings using premeditated ideas and improvements.

"VCommittEase has helped to make us more aware of the data we've been collecting for years. We now look at results more closely and act on it directly."

Barb Thomas,  
Accreditation  
Coordinator,  
Carteret General  
Hospital.

ROI  
Factor:

