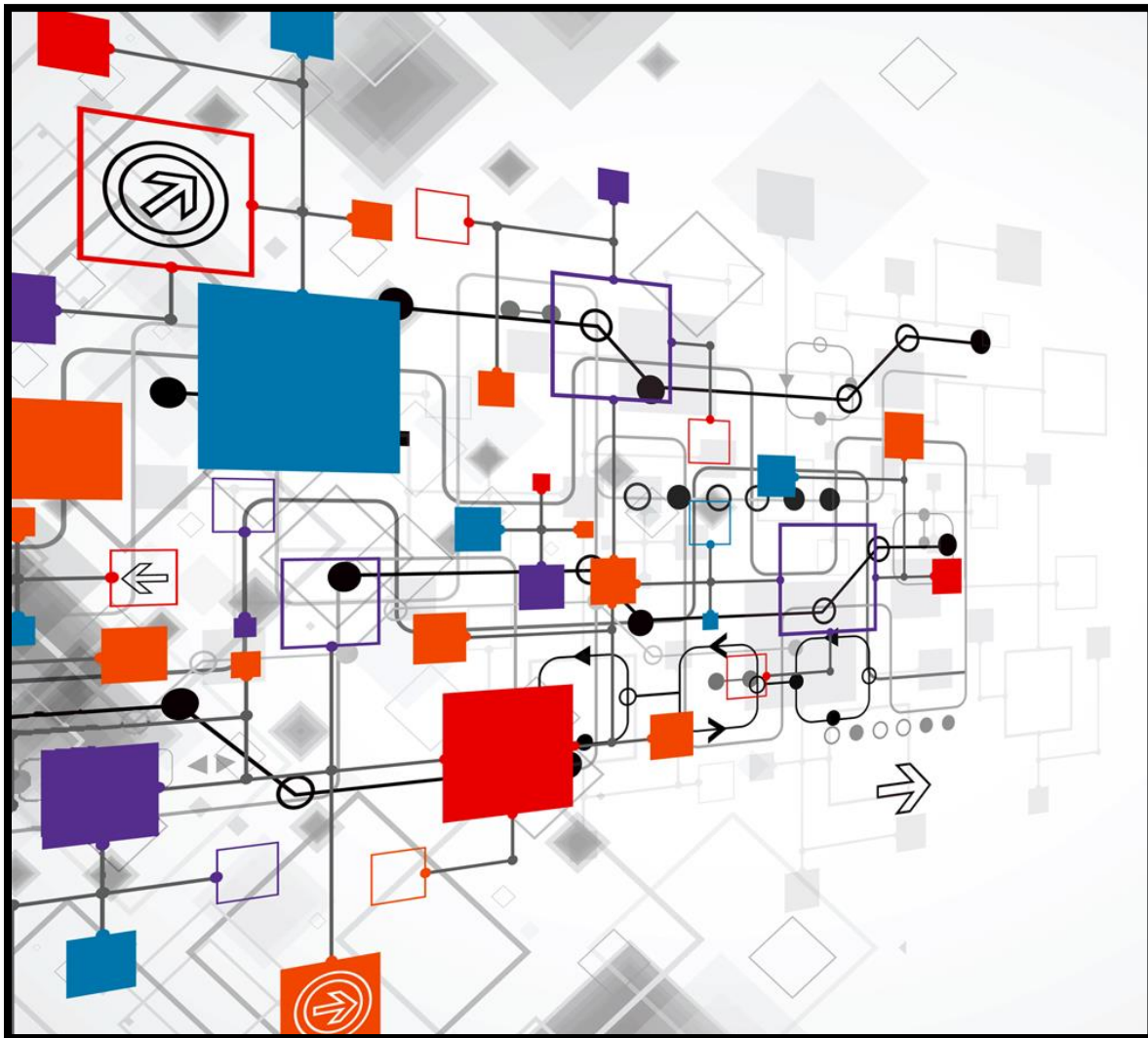


# A Leader's Guide to *Leading Healthcare IT*



A workbook for use with *Leading Healthcare IT: Managing to Succeed* by Susan Snedaker

This guide is written as a workbook companion to *Leading Healthcare IT: Managing to Succeed* [CRC Press, 2016]. It is intended to provide group leaders a framework for discussing the concepts in this book with your IT team. It provides thought-provoking questions to help you lead discussion as well as key concepts summarized so you can facilitate a collaborative learning environment with your team. Whether you lead a healthcare IT application or operations team or an entire IT department, this guide will help you and your staff quickly absorb, retain and use the information in this book.

I hope this workbook helps you spark dialog and help develop new leaders in your organization.

For bulk purchases (10 or more) of the book or this workbook, please contact me directly at [susansnedaker.com/contact](http://susansnedaker.com/contact) for more information.

- Susan Snedaker, December 2016

THIS IS A SAMPLE FILE. SOME CONTENT HAS BEEN REMOVED IN SECTIONS. THE PURPOSE OF THIS FILE IS TO GIVE YOU AN IDEA OF WHAT THE LOOK, FEEL AND CONTENTS OF THE EBOOK. ELLIPSES (....) ARE USED TO INDICATE PLACES WHERE CONTENT WAS REMOVED.

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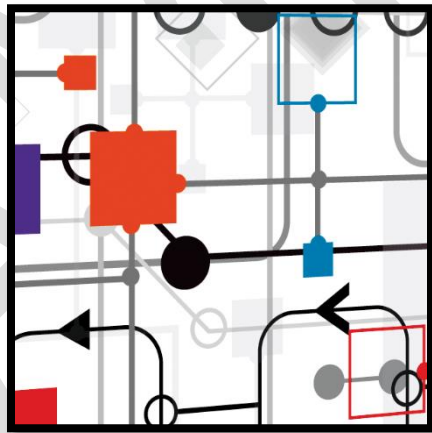
Discussion Guide

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# Section 1

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# Preparation



## Preparing to lead a discussion of key concepts

This leader's guide will walk you through the key concepts in each of the chapters. In order to successfully lead a discussion of the book, you should read the book from start to finish beforehand. Take notes of your own in this guide as you read so you can capture your own observations along the way.

Having your own notes is important for connecting the material from the book to your organization and your team. Though this guide provides key concepts and questions for discussion, adding your own perspective to the process will create the connection to the material for you and your team....

## Organizing the activity

1. Give participants sufficient time to begin reading the material in advance. You can modify the discussion schedule, but be sure you allow time for participants to read assignments.
2. In some organizations, time is blocked on calendars for reading rather than expecting participants to read at home or to wedge this into an already full schedule.

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## Expectations about preparation and participation

1. Participants should read the material in advance. Whether they read the entire book or just the assigned chapters is their choice, but all participants should have read the chapters assigned in advance of the discussion meeting....

## Resources for group or discussion leaders

As the discussion leader or facilitator, your role is to help steer the discussion to the assigned topics or those closely related. Below are tips for successfully leading a discussion with your team.

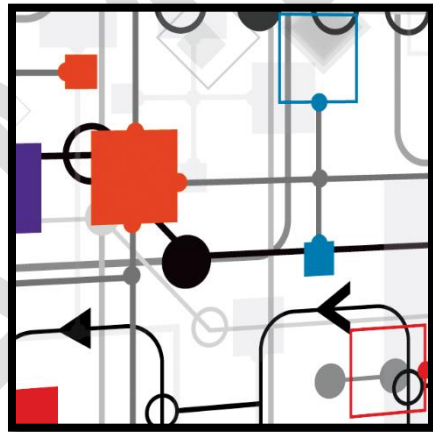
1. As mentioned earlier, set the expectation that this activity should be fun, engaging and informative. Set a positive expectation even if people grumble about having to take time out of their busy schedule to do this.
2. Set the expectation of outcomes in advance. The team can better focus its efforts (from reading the material to participating in discussion) if it knows that the purpose is. In most cases, the purpose is to develop leadership thinking on the team and to discuss ideas the team and the organization ....

If you have any questions or concerns about leading your discussion, please feel free to contact me directly at [susansnedaker.com/contact](http://susansnedaker.com/contact). I'll be happy to help you get started.

# Section 2

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## Discussion





## WEEK ONE

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### Reading Assignment – Chapters 1 and 2

CH1 - Healthcare Information Technology Overview

CH2 – Strategy, Vision and Alignment

### Key Concepts Guide

#### Chapter 1

1. There are many things that impact healthcare IT in today's environment.
2. Healthcare IT is complex, dynamic and increasingly important to patient care and quality outcomes.

#### Chapter 2

1. Strategy is the plan developed to achieve defined goals and objectives.
2. Strategy is what differentiates you from your competitors.

### Discussion Guide

*The questions and comments here are intended for the workshop leader to use to spark discussion and understanding. I encourage you to ....*

#### Chapter 1 – Healthcare Information Technology Leadership

##### **P. 2**

Are there any requirements that impact your organization not reflected in the bulleted list?

##### **P. 3**

What other aspects to the current state of U.S. healthcare might be relevant to this discussion now?

##### **P. 4**

1. What other challenges to patient care exist that are not in the bulleted list? ....

....

##### **P. 163**

1. Four steps are provided to get started – do they seem reasonable and workable to us? Why or why not?

2. What do we (the team) think about these four steps? Can the team begin to self-direct our activities toward standardizing some daily work?

....

### **Chapter 10 – Fast Forward**

1. There were a number of forward-looking concepts in the chapter. Which ones sparked your interest and why? Which ones did you think “that will never work here” and why?
2. What are the leadership traits that seem to be most needed to lead healthcare IT in the future?

#### **Leader’s Action Item**

*Are there any follow up or action items you want to generate for yourself (Leader) or for your team based on these two chapters?*



## **WEEK SIX**

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### **Wrap Up Assignment**

#### **Key Concepts Guide**

1. Leadership is not just for managers.
2. Healthcare IT is a complex, dynamic and often challenging field of work. Great leadership can make the difference between success, mediocrity and outright failure.

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#### **Discussion Guide**

1. Based on the last five weeks’ worth of reading and discussion, what are the top three things we (our department) should be focusing on?
2. What topics raised in the book are areas of excellence for our team?

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