

WEBVTT

NOTE duration:"00:25:01"

NOTE recognizability:0.843

NOTE language:en-us

NOTE Confidence: 0.936594181818182

00:00:00.000 --> 00:00:02.340 Because it is 1/2 hour but

NOTE Confidence: 0.936594181818182

00:00:02.340 --> 00:00:04.440 it's a tight half hour,

NOTE Confidence: 0.936594181818182

00:00:04.440 --> 00:00:06.600 we have a lot of content to cover

NOTE Confidence: 0.936594181818182

00:00:06.600 --> 00:00:09.080 a couple of housekeeping items.

NOTE Confidence: 0.936594181818182

00:00:09.080 --> 00:00:11.194 The meeting is going to be recorded.

NOTE Confidence: 0.936594181818182

00:00:11.200 --> 00:00:14.294 We're going to post the session on the

NOTE Confidence: 0.936594181818182

00:00:14.294 --> 00:00:17.070 help site so that people can view it

NOTE Confidence: 0.936594181818182

00:00:17.151 --> 00:00:19.760 in the future due to the time limit.

NOTE Confidence: 0.936594181818182

00:00:19.760 --> 00:00:21.839 What I would ask is if you have questions,

NOTE Confidence: 0.936594181818182

00:00:21.840 --> 00:00:24.120 if you can enter them into the chat,

NOTE Confidence: 0.936594181818182

00:00:24.120 --> 00:00:25.179 Parami will be.

NOTE Confidence: 0.936594181818182

00:00:25.179 --> 00:00:27.297 Tracking those and at the end,

NOTE Confidence: 0.936594181818182

00:00:27.300 --> 00:00:28.028 if we have time,

NOTE Confidence: 0.936594181818182

00:00:28.028 --> 00:00:29.120 we'll go through them and then  
NOTE Confidence: 0.936594181818182

00:00:29.165 --> 00:00:30.017 if we run out of time,  
NOTE Confidence: 0.936594181818182

00:00:30.020 --> 00:00:31.550 she will save the questions and  
NOTE Confidence: 0.936594181818182

00:00:31.550 --> 00:00:33.831 we'll be able to follow up with you  
NOTE Confidence: 0.936594181818182

00:00:33.831 --> 00:00:35.336 directly with the answers after.  
NOTE Confidence: 0.936594181818182

00:00:35.340 --> 00:00:37.871 We're also going to consolidate the  
NOTE Confidence: 0.936594181818182

00:00:37.871 --> 00:00:39.926 frequently asked questions and create  
NOTE Confidence: 0.936594181818182

00:00:39.926 --> 00:00:42.818 an FAQ for the website as well.  
NOTE Confidence: 0.936594181818182

00:00:42.820 --> 00:00:45.040 This session is a pretty high  
NOTE Confidence: 0.936594181818182

00:00:45.040 --> 00:00:47.178 level overview of just how we  
NOTE Confidence: 0.936594181818182

00:00:47.178 --> 00:00:48.936 got to where we are today,  
NOTE Confidence: 0.936594181818182

00:00:48.940 --> 00:00:50.408 what started the project,  
NOTE Confidence: 0.936594181818182

00:00:50.408 --> 00:00:52.610 how the project evolved and then  
NOTE Confidence: 0.936594181818182

00:00:52.681 --> 00:00:54.501 I'll give you a quick demo of  
NOTE Confidence: 0.936594181818182

00:00:54.501 --> 00:00:56.737 just how to search for a document.  
NOTE Confidence: 0.936594181818182

00:00:56.740 --> 00:00:59.715 We will be doing some future sessions

NOTE Confidence: 0.936594181818182  
00:00:59.715 --> 00:01:02.449 that dive more into policy development  
NOTE Confidence: 0.936594181818182  
00:01:02.449 --> 00:01:05.900 and also the process if you want to  
NOTE Confidence: 0.936594181818182  
00:01:05.900 --> 00:01:08.618 change or alter an existing policy.  
NOTE Confidence: 0.936594181818182  
00:01:08.620 --> 00:01:10.420 But for today this is going to be more  
NOTE Confidence: 0.936594181818182  
00:01:10.420 --> 00:01:12.540 of an overview of the project itself and.  
NOTE Confidence: 0.936594181818182  
00:01:12.540 --> 00:01:14.280 And just to give you a sense of how to  
NOTE Confidence: 0.936594181818182  
00:01:14.326 --> 00:01:16.020 search for documents in the new tool,  
NOTE Confidence: 0.41193184  
00:01:18.500 --> 00:01:21.660 okay, I won't go into too much detail here,  
NOTE Confidence: 0.41193184  
00:01:21.660 --> 00:01:23.454 but to introduce us in case  
NOTE Confidence: 0.41193184  
00:01:23.454 --> 00:01:25.180 you haven't met us before,  
NOTE Confidence: 0.41193184  
00:01:25.180 --> 00:01:26.580 my name is Andrea Tenbrink.  
NOTE Confidence: 0.41193184  
00:01:26.580 --> 00:01:28.380 I'm the senior director of compliance,  
NOTE Confidence: 0.41193184  
00:01:28.380 --> 00:01:29.695 have been with Yale for  
NOTE Confidence: 0.41193184  
00:01:29.695 --> 00:01:31.390 about a year and a half.  
NOTE Confidence: 0.41193184  
00:01:31.390 --> 00:01:34.390 And Parmi has been with Yale since 2018.  
NOTE Confidence: 0.41193184

00:01:34.390 --> 00:01:36.628 She is our senior policy analyst.  
NOTE Confidence: 0.41193184

00:01:36.630 --> 00:01:38.806 I was fortunate to get her to join  
NOTE Confidence: 0.41193184

00:01:38.806 --> 00:01:40.822 the team and she's definitely an  
NOTE Confidence: 0.41193184

00:01:40.822 --> 00:01:43.344 important part of this project and a  
NOTE Confidence: 0.41193184

00:01:43.344 --> 00:01:45.320 key person for you all to be aware  
NOTE Confidence: 0.41193184

00:01:45.320 --> 00:01:47.815 of if you have questions after or as  
NOTE Confidence: 0.41193184

00:01:47.815 --> 00:01:51.578 you utilize the tool in the future.  
NOTE Confidence: 0.41193184

00:01:51.580 --> 00:01:53.180 So as a general baseline,  
NOTE Confidence: 0.41193184

00:01:53.180 --> 00:01:56.104 I like to, you know, go to the why,  
NOTE Confidence: 0.41193184

00:01:56.104 --> 00:01:57.859 why does document management matter?  
NOTE Confidence: 0.41193184

00:01:57.860 --> 00:01:59.736 And for me, as a compliance person,  
NOTE Confidence: 0.41193184

00:01:59.740 --> 00:02:01.048 it's very important.  
NOTE Confidence: 0.41193184

00:02:01.048 --> 00:02:03.664 Department of Justice and Office of  
NOTE Confidence: 0.41193184

00:02:03.664 --> 00:02:06.130 Inspector General have issued guidance  
NOTE Confidence: 0.41193184

00:02:06.130 --> 00:02:08.575 documents on their expectations of  
NOTE Confidence: 0.41193184

00:02:08.575 --> 00:02:10.460 compliance programs and policy.

NOTE Confidence: 0.41193184

00:02:10.460 --> 00:02:13.016 And procedure is one of the key 7 elements.

NOTE Confidence: 0.41193184

00:02:13.020 --> 00:02:14.875 They have an expectation that

NOTE Confidence: 0.41193184

00:02:14.875 --> 00:02:17.645 you have rules and how to follow

NOTE Confidence: 0.41193184

00:02:17.645 --> 00:02:19.735 them outline clearly for staff,

NOTE Confidence: 0.41193184

00:02:19.740 --> 00:02:21.696 people are aware of what the.

NOTE Confidence: 0.41193184

00:02:21.700 --> 00:02:23.220 Expectations are of them.

NOTE Confidence: 0.41193184

00:02:23.220 --> 00:02:24.740 They can access them,

NOTE Confidence: 0.41193184

00:02:24.740 --> 00:02:26.456 they can read and understand them.

NOTE Confidence: 0.41193184

00:02:26.460 --> 00:02:28.218 They can get their hands on

NOTE Confidence: 0.41193184

00:02:28.218 --> 00:02:29.097 the current version.

NOTE Confidence: 0.41193184

00:02:29.100 --> 00:02:29.513 Additionally,

NOTE Confidence: 0.41193184

00:02:29.513 --> 00:02:31.578 in a patient safety environment,

NOTE Confidence: 0.41193184

00:02:31.580 --> 00:02:34.625 my background was in a hospital environment.

NOTE Confidence: 0.41193184

00:02:34.630 --> 00:02:37.066 And you can imagine that ensuring

NOTE Confidence: 0.41193184

00:02:37.066 --> 00:02:39.670 people are following the most current,

NOTE Confidence: 0.41193184

00:02:39.670 --> 00:02:41.980 most accurate procedure can be very

NOTE Confidence: 0.41193184

00:02:41.980 --> 00:02:44.629 critical in terms of patient safety.

NOTE Confidence: 0.41193184

00:02:44.630 --> 00:02:46.430 It also is similar for

NOTE Confidence: 0.41193184

00:02:46.430 --> 00:02:47.150 employee accountability.

NOTE Confidence: 0.41193184

00:02:47.150 --> 00:02:48.830 Just speaking to what you can

NOTE Confidence: 0.41193184

00:02:48.830 --> 00:02:49.950 hold people accountable for.

NOTE Confidence: 0.41193184

00:02:49.950 --> 00:02:52.962 People need to know how and

NOTE Confidence: 0.41193184

00:02:52.962 --> 00:02:54.830 why they have to do something,

NOTE Confidence: 0.41193184

00:02:54.830 --> 00:02:56.886 and they need to be able to ensure

NOTE Confidence: 0.41193184

00:02:56.886 --> 00:02:58.313 that they're referencing the

NOTE Confidence: 0.41193184

00:02:58.313 --> 00:03:00.025 most current version available.

NOTE Confidence: 0.41193184

00:03:00.030 --> 00:03:02.606 And then if you do have good

NOTE Confidence: 0.41193184

00:03:02.606 --> 00:03:04.240 document management and control.

NOTE Confidence: 0.41193184

00:03:04.240 --> 00:03:06.910 That can just overall lower your

NOTE Confidence: 0.41193184

00:03:06.910 --> 00:03:09.604 risk of litigation and exposure

NOTE Confidence: 0.41193184

00:03:09.604 --> 00:03:11.845 in general and prior state.

NOTE Confidence: 0.41193184

00:03:11.845 --> 00:03:13.670 When I arrived at Yale,

NOTE Confidence: 0.41193184

00:03:13.670 --> 00:03:15.365 I think I was particularly

NOTE Confidence: 0.41193184

00:03:15.365 --> 00:03:17.629 sensitive to this because I was new.

NOTE Confidence: 0.41193184

00:03:17.630 --> 00:03:19.566 And what I find at Yale is for

NOTE Confidence: 0.41193184

00:03:19.566 --> 00:03:21.229 people who have been here for,

NOTE Confidence: 0.41193184

00:03:21.230 --> 00:03:22.642 you know, 15 years,

NOTE Confidence: 0.41193184

00:03:22.642 --> 00:03:23.348 20 years,

NOTE Confidence: 0.41193184

00:03:23.350 --> 00:03:24.974 a lot of you know how to find

NOTE Confidence: 0.41193184

00:03:24.974 --> 00:03:26.588 things or know where things are.

NOTE Confidence: 0.41193184

00:03:26.590 --> 00:03:28.774 But if you're new and you

NOTE Confidence: 0.41193184

00:03:28.774 --> 00:03:30.230 don't have that knowledge,

NOTE Confidence: 0.41193184

00:03:30.230 --> 00:03:31.988 it can be a little overwhelming.

NOTE Confidence: 0.41193184

00:03:31.990 --> 00:03:34.629 And the documents when I first arrived.

NOTE Confidence: 0.41193184

00:03:34.630 --> 00:03:36.266 Were definitely all over.

NOTE Confidence: 0.41193184

00:03:36.266 --> 00:03:38.311 They were all on different

NOTE Confidence: 0.41193184

00:03:38.311 --> 00:03:40.070 websites and you'd find one.  
NOTE Confidence: 0.41193184

00:03:40.070 --> 00:03:42.002 And I find myself trying to save  
NOTE Confidence: 0.41193184

00:03:42.002 --> 00:03:43.737 that to favorites because I wasn't  
NOTE Confidence: 0.41193184

00:03:43.737 --> 00:03:45.711 sure how I got there and certainly  
NOTE Confidence: 0.41193184

00:03:45.768 --> 00:03:47.865 wasn't sure if I could get back to it.  
NOTE Confidence: 0.41193184

00:03:47.870 --> 00:03:50.545 I noticed that they didn't  
NOTE Confidence: 0.41193184

00:03:50.545 --> 00:03:52.150 have standardized formats.  
NOTE Confidence: 0.41193184

00:03:52.150 --> 00:03:54.628 There wasn't a consistent review cycle.  
NOTE Confidence: 0.41193184

00:03:54.630 --> 00:03:56.310 We weren't ensuring that  
NOTE Confidence: 0.41193184

00:03:56.310 --> 00:03:57.990 each document was reviewed,  
NOTE Confidence: 0.41193184

00:03:57.990 --> 00:04:01.464 either on an annual basis or every few years.  
NOTE Confidence: 0.41193184

00:04:01.470 --> 00:04:04.137 As mentioned, you couldn't find her access.  
NOTE Confidence: 0.41193184

00:04:04.140 --> 00:04:06.060 Document awareness and some of the  
NOTE Confidence: 0.41193184

00:04:06.060 --> 00:04:07.979 investigations that I was working on,  
NOTE Confidence: 0.41193184

00:04:07.980 --> 00:04:08.940 I would often hear,  
NOTE Confidence: 0.41193184

00:04:08.940 --> 00:04:09.180 oh,



NOTE Confidence: 0.41193184

00:04:09.180 --> 00:04:11.010 I didn't even know that that

NOTE Confidence: 0.41193184

00:04:11.010 --> 00:04:12.646 document existed or I didn't

NOTE Confidence: 0.41193184

00:04:12.646 --> 00:04:14.376 know where that policy was.

NOTE Confidence: 0.9440864

00:04:14.380 --> 00:04:15.598 There were conflicting

NOTE Confidence: 0.9440864

00:04:15.598 --> 00:04:16.816 and duplicate versions.

NOTE Confidence: 0.9440864

00:04:16.820 --> 00:04:18.314 I'd go to one site and

NOTE Confidence: 0.9440864

00:04:18.314 --> 00:04:19.860 maybe find the 1st 3 pages,

NOTE Confidence: 0.9440864

00:04:19.860 --> 00:04:21.940 and then on another site I'd find that,

NOTE Confidence: 0.9440864

00:04:21.940 --> 00:04:23.184 you know, the page.

NOTE Confidence: 0.9440864

00:04:23.184 --> 00:04:25.050 The document actually had 9 pages

NOTE Confidence: 0.9440864

00:04:25.112 --> 00:04:26.834 and so which one was the one

NOTE Confidence: 0.9440864

00:04:26.834 --> 00:04:28.519 that I should be referencing?

NOTE Confidence: 0.9440864

00:04:28.520 --> 00:04:30.676 And then in a more mature program,

NOTE Confidence: 0.9440864

00:04:30.680 --> 00:04:32.480 not only do you have them

NOTE Confidence: 0.9440864

00:04:32.480 --> 00:04:34.560 controlled and kind of standardized,

NOTE Confidence: 0.9440864

00:04:34.560 --> 00:04:36.360 but then you get into the  
NOTE Confidence: 0.9440864

00:04:36.360 --> 00:04:37.560 content and the quality.  
NOTE Confidence: 0.9440864

00:04:37.560 --> 00:04:38.384 How are they written?  
NOTE Confidence: 0.9440864

00:04:38.384 --> 00:04:40.580 You know, are they grammatically clear?  
NOTE Confidence: 0.9440864

00:04:40.580 --> 00:04:41.915 What's the wording,  
NOTE Confidence: 0.9440864

00:04:41.920 --> 00:04:43.392 the level of reading?  
NOTE Confidence: 0.9440864

00:04:43.392 --> 00:04:44.864 Can everyone understand what  
NOTE Confidence: 0.9440864

00:04:44.864 --> 00:04:46.240 you're trying to convey?  
NOTE Confidence: 0.9440864

00:04:46.240 --> 00:04:48.240 And then document category issues?  
NOTE Confidence: 0.9440864

00:04:48.240 --> 00:04:50.260 I found that people were  
NOTE Confidence: 0.9440864

00:04:50.260 --> 00:04:51.876 calling things different terms,  
NOTE Confidence: 0.9440864

00:04:51.880 --> 00:04:53.760 and maybe they were meaning the same thing,  
NOTE Confidence: 0.9440864

00:04:53.760 --> 00:04:57.897 but we had Daming conventions all over.  
NOTE Confidence: 0.9440864

00:04:57.900 --> 00:04:59.056 So when this started,  
NOTE Confidence: 0.9440864

00:04:59.056 --> 00:05:01.662 when I started my boss R and I'm asked  
NOTE Confidence: 0.9440864

00:05:01.662 --> 00:05:03.936 if I would be willing to help with

NOTE Confidence: 0.9440864

00:05:03.936 --> 00:05:06.176 the project and because I love dot

NOTE Confidence: 0.9440864

00:05:06.176 --> 00:05:07.699 control and compliance in general,

NOTE Confidence: 0.9440864

00:05:07.699 --> 00:05:10.140 I thought yes, of course this will be fun.

NOTE Confidence: 0.9440864

00:05:10.140 --> 00:05:12.258 But this was a team approach.

NOTE Confidence: 0.9440864

00:05:12.260 --> 00:05:14.708 This took all of these individuals

NOTE Confidence: 0.9440864

00:05:14.708 --> 00:05:15.932 meeting multiple times.

NOTE Confidence: 0.9440864

00:05:15.940 --> 00:05:17.206 We met weekly,

NOTE Confidence: 0.9440864

00:05:17.206 --> 00:05:19.316 we had additional side meetings

NOTE Confidence: 0.9440864

00:05:19.316 --> 00:05:21.938 to really put together a plan of

NOTE Confidence: 0.9440864

00:05:21.938 --> 00:05:23.534 how we're going to approach it,

NOTE Confidence: 0.9440864

00:05:23.540 --> 00:05:25.898 what tool we wanted to select,

NOTE Confidence: 0.9440864

00:05:25.900 --> 00:05:28.220 what processes we wanted to put in place.

NOTE Confidence: 0.9440864

00:05:28.220 --> 00:05:30.642 And so all of these individuals really

NOTE Confidence: 0.9440864

00:05:30.642 --> 00:05:33.218 lent their time to the overall project.

NOTE Confidence: 0.9440864

00:05:33.220 --> 00:05:36.476 And what we landed on is we recognize

NOTE Confidence: 0.9440864

00:05:36.476 --> 00:05:39.180 the university had a document process,  
NOTE Confidence: 0.9440864

00:05:39.180 --> 00:05:40.780 they have standardized templates.  
NOTE Confidence: 0.9440864

00:05:40.780 --> 00:05:43.180 We are all subject to their  
NOTE Confidence: 0.9440864

00:05:43.254 --> 00:05:44.700 policy and procedures.  
NOTE Confidence: 0.9440864

00:05:44.700 --> 00:05:45.436 And so we thought,  
NOTE Confidence: 0.9440864

00:05:45.436 --> 00:05:45.620 well,  
NOTE Confidence: 0.9440864

00:05:45.620 --> 00:05:47.252 why don't we look at university  
NOTE Confidence: 0.9440864

00:05:47.252 --> 00:05:49.188 and see what they have in place  
NOTE Confidence: 0.9440864

00:05:49.188 --> 00:05:51.015 and then we can adopt pieces that  
NOTE Confidence: 0.9440864

00:05:51.078 --> 00:05:52.860 work for the School of Medicine,  
NOTE Confidence: 0.9440864

00:05:52.860 --> 00:05:56.036 but we also have flexibility of figuring out.  
NOTE Confidence: 0.9440864

00:05:56.040 --> 00:05:57.993 Maybe what things would work for us  
NOTE Confidence: 0.9440864

00:05:57.993 --> 00:05:59.840 that we wanted to do on our own.  
NOTE Confidence: 0.9440864

00:05:59.840 --> 00:06:02.878 And so from the university level perspective,  
NOTE Confidence: 0.9440864

00:06:02.880 --> 00:06:04.714 we realized we did want to align  
NOTE Confidence: 0.9440864

00:06:04.714 --> 00:06:05.960 with their approval process.

NOTE Confidence: 0.9440864

00:06:05.960 --> 00:06:08.400 We like that they had a governance structure.

NOTE Confidence: 0.9440864

00:06:08.400 --> 00:06:11.884 They had a committee in place that

NOTE Confidence: 0.9440864

00:06:11.884 --> 00:06:14.230 had the right stakeholders at the

NOTE Confidence: 0.9440864

00:06:14.305 --> 00:06:17.259 table to review documents and approve them.

NOTE Confidence: 0.9440864

00:06:17.260 --> 00:06:19.598 We thought that it was important as

NOTE Confidence: 0.9440864

00:06:19.598 --> 00:06:22.017 we develop our policies to ensure

NOTE Confidence: 0.9440864

00:06:22.017 --> 00:06:23.809 we weren't just reduplicating

NOTE Confidence: 0.9440864

00:06:23.809 --> 00:06:26.045 a university level policy like

NOTE Confidence: 0.9440864

00:06:26.045 --> 00:06:28.100 we're already subject to those.

NOTE Confidence: 0.9440864

00:06:28.100 --> 00:06:30.260 So we wanted to make sure if we're

NOTE Confidence: 0.9440864

00:06:30.260 --> 00:06:32.498 having a School of Medicine policy,

NOTE Confidence: 0.9440864

00:06:32.500 --> 00:06:34.204 it was really necessary.

NOTE Confidence: 0.9440864

00:06:34.204 --> 00:06:36.334 It could be more restrictive,

NOTE Confidence: 0.9440864

00:06:36.340 --> 00:06:38.710 but it couldn't be less restrictive

NOTE Confidence: 0.9440864

00:06:38.710 --> 00:06:39.895 than university level.

NOTE Confidence: 0.9440864

00:06:39.900 --> 00:06:41.298 But we wanted to align with,  
NOTE Confidence: 0.9440864

00:06:41.300 --> 00:06:42.620 as we develop our documents,  
NOTE Confidence: 0.9440864

00:06:42.620 --> 00:06:44.740 ensuring it wasn't duplicate duplicative  
NOTE Confidence: 0.9440864

00:06:44.740 --> 00:06:46.860 from what university was doing.  
NOTE Confidence: 0.9440864

00:06:46.860 --> 00:06:48.378 And then we liked their template.  
NOTE Confidence: 0.9440864

00:06:48.380 --> 00:06:50.060 We thought that the template that they had,  
NOTE Confidence: 0.9440864

00:06:50.060 --> 00:06:51.300 the structure, the layout,  
NOTE Confidence: 0.9440864

00:06:51.300 --> 00:06:53.160 the terminology was user friendly and  
NOTE Confidence: 0.9440864

00:06:53.214 --> 00:06:54.873 had all the really key elements that  
NOTE Confidence: 0.9440864

00:06:54.873 --> 00:06:56.657 we'd like to see in our documents.  
NOTE Confidence: 0.9440864

00:06:56.660 --> 00:06:59.300 We decided to adopt their template  
NOTE Confidence: 0.9440864

00:06:59.300 --> 00:07:00.856 and then for YSM.  
NOTE Confidence: 0.9440864

00:07:00.856 --> 00:07:03.190 We do have some enhancements that  
NOTE Confidence: 0.9440864

00:07:03.266 --> 00:07:05.626 the university doesn't yet have  
NOTE Confidence: 0.887333034

00:07:05.630 --> 00:07:07.150 our tool because we went  
NOTE Confidence: 0.887333034

00:07:07.150 --> 00:07:08.670 with navix and policy tech.

NOTE Confidence: 0.887333034

00:07:08.670 --> 00:07:10.710 It allows you to search and

NOTE Confidence: 0.887333034

00:07:10.710 --> 00:07:12.070 drill down into documents,

NOTE Confidence: 0.887333034

00:07:12.070 --> 00:07:14.191 which I'll show you so you no

NOTE Confidence: 0.887333034

00:07:14.191 --> 00:07:16.548 longer have to rely just on Google.

NOTE Confidence: 0.887333034

00:07:16.550 --> 00:07:19.334 You can actually use keyword search

NOTE Confidence: 0.887333034

00:07:19.334 --> 00:07:21.190 functionality to find documents,

NOTE Confidence: 0.887333034

00:07:21.190 --> 00:07:24.230 and that's really an enhancement.

NOTE Confidence: 0.887333034

00:07:24.230 --> 00:07:25.690 The improvement on review

NOTE Confidence: 0.887333034

00:07:25.690 --> 00:07:26.785 and approval process.

NOTE Confidence: 0.887333034

00:07:26.790 --> 00:07:29.030 The university has a little bit of

NOTE Confidence: 0.887333034

00:07:29.030 --> 00:07:30.718 a more restrictive review process

NOTE Confidence: 0.887333034

00:07:30.718 --> 00:07:32.710 and having to post things publicly

NOTE Confidence: 0.887333034

00:07:32.710 --> 00:07:34.828 for a certain period of time.

NOTE Confidence: 0.887333034

00:07:34.830 --> 00:07:35.854 We opted not to.

NOTE Confidence: 0.887333034

00:07:35.854 --> 00:07:37.852 We opted to not have one governance

NOTE Confidence: 0.887333034

00:07:37.852 --> 00:07:39.847 committee for all the documents  
NOTE Confidence: 0.887333034

00:07:39.847 --> 00:07:42.311 because at the school we identified  
NOTE Confidence: 0.887333034

00:07:42.311 --> 00:07:43.907 different buckets and groups  
NOTE Confidence: 0.887333034

00:07:43.907 --> 00:07:46.350 that it wouldn't make sense to  
NOTE Confidence: 0.887333034

00:07:46.350 --> 00:07:48.030 have one governance structure.  
NOTE Confidence: 0.887333034

00:07:48.030 --> 00:07:50.907 So each area has their own committee.  
NOTE Confidence: 0.887333034

00:07:50.910 --> 00:07:52.230 We altered that approach.  
NOTE Confidence: 0.887333034

00:07:52.230 --> 00:07:54.210 And then we decided to differ  
NOTE Confidence: 0.887333034

00:07:54.270 --> 00:07:55.470 on our review cycle.  
NOTE Confidence: 0.887333034

00:07:55.470 --> 00:07:58.350 The university has a five year review cycle,  
NOTE Confidence: 0.887333034

00:07:58.350 --> 00:08:00.378 but because our program really isn't  
NOTE Confidence: 0.887333034

00:08:00.378 --> 00:08:03.084 as mature yet and we need to fine tune  
NOTE Confidence: 0.887333034

00:08:03.084 --> 00:08:05.310 and clean up some of the documents,  
NOTE Confidence: 0.887333034

00:08:05.310 --> 00:08:07.030 we opted for a three-year.  
NOTE Confidence: 0.887333034

00:08:07.030 --> 00:08:10.390 So some some areas are doing one year,  
NOTE Confidence: 0.887333034

00:08:10.390 --> 00:08:13.702 but the longest that they can go between



NOTE Confidence: 0.887333034

00:08:13.702 --> 00:08:15.799 reviewing and approving a document

NOTE Confidence: 0.887333034

00:08:15.799 --> 00:08:18.394 is 3 years and then naming conventions.

NOTE Confidence: 0.887333034

00:08:18.394 --> 00:08:21.470 So as I mentioned people were calling things.

NOTE Confidence: 0.887333034

00:08:21.470 --> 00:08:22.445 All different terms.

NOTE Confidence: 0.887333034

00:08:22.445 --> 00:08:24.131 And so we realized, okay,

NOTE Confidence: 0.887333034

00:08:24.131 --> 00:08:26.036 we need to really align

NOTE Confidence: 0.887333034

00:08:26.036 --> 00:08:27.950 on what these terms are,

NOTE Confidence: 0.887333034

00:08:27.950 --> 00:08:30.400 give them a definition and start to

NOTE Confidence: 0.887333034

00:08:30.400 --> 00:08:32.190 formalize that across the school.

NOTE Confidence: 0.887333034

00:08:32.190 --> 00:08:34.710 And so where we landed were policy.

NOTE Confidence: 0.887333034

00:08:34.710 --> 00:08:36.306 A policy really is a rule.

NOTE Confidence: 0.887333034

00:08:36.310 --> 00:08:37.702 This is a must.

NOTE Confidence: 0.887333034

00:08:37.702 --> 00:08:40.246 It's something that you should be held

NOTE Confidence: 0.887333034

00:08:40.246 --> 00:08:42.920 accountable to and you have to follow.

NOTE Confidence: 0.887333034

00:08:42.920 --> 00:08:45.880 An SOP process a procedure.

NOTE Confidence: 0.887333034

00:08:45.880 --> 00:08:47.798 This is really how to do something.  
NOTE Confidence: 0.887333034

00:08:47.800 --> 00:08:49.480 It should be a stepbystep,  
NOTE Confidence: 0.887333034

00:08:49.480 --> 00:08:49.937 clear,  
NOTE Confidence: 0.887333034

00:08:49.937 --> 00:08:51.765 structured document that people  
NOTE Confidence: 0.887333034

00:08:51.765 --> 00:08:54.050 can follow and understand how  
NOTE Confidence: 0.887333034

00:08:54.122 --> 00:08:56.466 they operationalize a process.  
NOTE Confidence: 0.887333034

00:08:56.466 --> 00:08:58.598 Guidelines or something that  
NOTE Confidence: 0.887333034

00:08:58.598 --> 00:09:00.197 are best practices.  
NOTE Confidence: 0.887333034

00:09:00.200 --> 00:09:02.100 They could be recommendations,  
NOTE Confidence: 0.887333034

00:09:02.100 --> 00:09:04.475 but they really are optional.  
NOTE Confidence: 0.887333034

00:09:04.480 --> 00:09:06.480 Technically, they should be held.  
NOTE Confidence: 0.887333034

00:09:06.480 --> 00:09:08.216 You shouldn't be held accountable to them  
NOTE Confidence: 0.887333034

00:09:08.216 --> 00:09:10.317 in the same way that you would a policy.  
NOTE Confidence: 0.887333034

00:09:10.320 --> 00:09:13.075 This one will be a culture shift for  
NOTE Confidence: 0.887333034

00:09:13.075 --> 00:09:15.560 the school and we're not there yet.  
NOTE Confidence: 0.887333034

00:09:15.560 --> 00:09:17.354 What we realized is that would

NOTE Confidence: 0.887333034  
00:09:17.354 --> 00:09:18.901 start by defining the documents  
NOTE Confidence: 0.887333034  
00:09:18.901 --> 00:09:21.245 in these terms to the best of our  
NOTE Confidence: 0.887333034  
00:09:21.245 --> 00:09:22.942 ability and get them in the tool  
NOTE Confidence: 0.887333034  
00:09:22.942 --> 00:09:25.025 and then as we get more awareness  
NOTE Confidence: 0.887333034  
00:09:25.025 --> 00:09:27.000 and education on the terms.  
NOTE Confidence: 0.887333034  
00:09:27.000 --> 00:09:29.156 And the documents come up for review.  
NOTE Confidence: 0.887333034  
00:09:29.160 --> 00:09:30.330 That's when I think we'll  
NOTE Confidence: 0.887333034  
00:09:30.330 --> 00:09:31.680 really start to clean them up.  
NOTE Confidence: 0.887333034  
00:09:31.680 --> 00:09:34.392 And you'll start seeing things fall  
NOTE Confidence: 0.887333034  
00:09:34.392 --> 00:09:37.200 more clearly into these definitions,  
NOTE Confidence: 0.887333034  
00:09:37.200 --> 00:09:38.828 bylaws or governance documents.  
NOTE Confidence: 0.887333034  
00:09:38.828 --> 00:09:41.760 Those are all then the tool forms.  
NOTE Confidence: 0.887333034  
00:09:41.760 --> 00:09:42.732 Forms is obvious,  
NOTE Confidence: 0.887333034  
00:09:42.732 --> 00:09:44.676 it's form and then reference materials.  
NOTE Confidence: 0.887333034  
00:09:44.680 --> 00:09:47.960 I will say for forms and reference materials,  
NOTE Confidence: 0.887333034

00:09:47.960 --> 00:09:49.850 these aren't.  
NOTE Confidence: 0.887333034

00:09:49.850 --> 00:09:52.754 We we want to avoid having navix become  
NOTE Confidence: 0.887333034

00:09:52.754 --> 00:09:56.366 a or policy tech become a shared drive.  
NOTE Confidence: 0.887333034

00:09:56.370 --> 00:09:58.638 So if it is a form and a reference  
NOTE Confidence: 0.887333034

00:09:58.638 --> 00:10:00.009 material that has the need,  
NOTE Confidence: 0.887333034

00:10:00.010 --> 00:10:02.284 it's a Yale School of Medicine  
NOTE Confidence: 0.887333034

00:10:02.284 --> 00:10:04.493 specific document and it has a  
NOTE Confidence: 0.887333034

00:10:04.493 --> 00:10:06.353 need to be controlled and reviewed  
NOTE Confidence: 0.887333034

00:10:06.353 --> 00:10:08.905 on a regular basis and it ties  
NOTE Confidence: 0.887333034

00:10:08.905 --> 00:10:10.765 to AYSM policy or procedure,  
NOTE Confidence: 0.9019437125

00:10:10.770 --> 00:10:13.210 then it makes sense to be dot controlled.  
NOTE Confidence: 0.9019437125

00:10:13.210 --> 00:10:15.586 Otherwise it would be something that  
NOTE Confidence: 0.9019437125

00:10:15.586 --> 00:10:17.963 would likely just live within the  
NOTE Confidence: 0.9019437125

00:10:17.963 --> 00:10:20.129 department or in your own drive.  
NOTE Confidence: 0.9019437125

00:10:20.130 --> 00:10:22.902 So here is a view of the template that  
NOTE Confidence: 0.9019437125

00:10:22.902 --> 00:10:25.691 I mentioned and we are Mary University

NOTE Confidence: 0.9019437125

00:10:25.691 --> 00:10:28.975 and you can see here at the top, this

NOTE Confidence: 0.9019437125

00:10:28.975 --> 00:10:31.895 really is what I mean by document control.

NOTE Confidence: 0.9019437125

00:10:31.900 --> 00:10:33.802 So it's going to identify clearly

NOTE Confidence: 0.9019437125

00:10:33.802 --> 00:10:35.900 to the user when you open it.

NOTE Confidence: 0.9019437125

00:10:35.900 --> 00:10:36.749 You think, okay,

NOTE Confidence: 0.9019437125

00:10:36.749 --> 00:10:39.300 this is a Yale School of Medicine document,

NOTE Confidence: 0.9019437125

00:10:39.300 --> 00:10:40.032 here's the title.

NOTE Confidence: 0.9019437125

00:10:40.032 --> 00:10:41.740 And then here are all the individuals

NOTE Confidence: 0.9019437125

00:10:41.789 --> 00:10:42.897 involved in the document.

NOTE Confidence: 0.9019437125

00:10:42.900 --> 00:10:46.020 You know what is the responsible

NOTE Confidence: 0.9019437125

00:10:46.020 --> 00:10:48.100 area official policy sponsor.

NOTE Confidence: 0.9019437125

00:10:48.100 --> 00:10:49.264 You'll hear that term.

NOTE Confidence: 0.9019437125

00:10:49.264 --> 00:10:51.354 That is likely the person that was

NOTE Confidence: 0.9019437125

00:10:51.354 --> 00:10:53.034 involved in writing the document and

NOTE Confidence: 0.9019437125

00:10:53.034 --> 00:10:55.150 would be a subject matter expert.

NOTE Confidence: 0.9019437125

00:10:55.150 --> 00:10:56.590 You have a doc administrator.  
NOTE Confidence: 0.9019437125

00:10:56.590 --> 00:10:58.552 This is an individual that is  
NOTE Confidence: 0.9019437125

00:10:58.552 --> 00:11:00.430 responsible for managing the document.  
NOTE Confidence: 0.9019437125

00:11:00.430 --> 00:11:03.110 They may not be the subject matter expert,  
NOTE Confidence: 0.9019437125

00:11:03.110 --> 00:11:05.198 but they are someone you could go to  
NOTE Confidence: 0.9019437125

00:11:05.198 --> 00:11:07.151 with questions and they can get you in  
NOTE Confidence: 0.9019437125

00:11:07.151 --> 00:11:09.197 touch with the person that can answer them.  
NOTE Confidence: 0.9019437125

00:11:09.200 --> 00:11:10.691 And then you can always see which  
NOTE Confidence: 0.9019437125

00:11:10.691 --> 00:11:12.238 you know when the date of origin,  
NOTE Confidence: 0.9019437125

00:11:12.240 --> 00:11:15.318 when was the document originally created,  
NOTE Confidence: 0.9019437125

00:11:15.320 --> 00:11:16.920 when was it last approved,  
NOTE Confidence: 0.9019437125

00:11:16.920 --> 00:11:18.720 and when was it last posted.  
NOTE Confidence: 0.9019437125

00:11:18.720 --> 00:11:20.430 And that helps you understand if  
NOTE Confidence: 0.9019437125

00:11:20.430 --> 00:11:22.559 this is the most current version,  
NOTE Confidence: 0.9019437125

00:11:22.560 --> 00:11:24.035 but another comfort is knowing  
NOTE Confidence: 0.9019437125

00:11:24.035 --> 00:11:25.880 if you're accessing it in navix,

NOTE Confidence: 0.9019437125

00:11:25.880 --> 00:11:27.716 it is the most current version

NOTE Confidence: 0.9019437125

00:11:27.716 --> 00:11:29.709 it's housed there for that reason.

NOTE Confidence: 0.9019437125

00:11:29.710 --> 00:11:31.397 So this is really the layout that

NOTE Confidence: 0.9019437125

00:11:31.397 --> 00:11:33.824 we like in the structure and all the

NOTE Confidence: 0.9019437125

00:11:33.824 --> 00:11:35.469 documents are moving towards this.

NOTE Confidence: 0.9019437125

00:11:35.470 --> 00:11:37.689 There were some that launch just have

NOTE Confidence: 0.9019437125

00:11:37.689 --> 00:11:40.292 top part and then over time the rest

NOTE Confidence: 0.9019437125

00:11:40.292 --> 00:11:42.552 of the document will align but they

NOTE Confidence: 0.9019437125

00:11:42.552 --> 00:11:44.680 all have that core component at the

NOTE Confidence: 0.9019437125

00:11:44.680 --> 00:11:48.686 top and over time they will match the

NOTE Confidence: 0.9019437125

00:11:48.686 --> 00:11:51.220 full templates, document groups so.

NOTE Confidence: 0.9019437125

00:11:51.220 --> 00:11:52.690 When we started,

NOTE Confidence: 0.9019437125

00:11:52.690 --> 00:11:55.084 we knew this is this is very much an

NOTE Confidence: 0.9019437125

00:11:55.084 --> 00:11:56.856 evolving project and that's why it's

NOTE Confidence: 0.9019437125

00:11:56.856 --> 00:11:59.608 like I wanted to show you where we started,

NOTE Confidence: 0.9019437125

00:11:59.610 --> 00:12:00.714 where we are today.  
NOTE Confidence: 0.9019437125

00:12:00.714 --> 00:12:03.056 And then now it becomes something that really  
NOTE Confidence: 0.9019437125

00:12:03.056 --> 00:12:05.247 is fluid and breathing with the community.  
NOTE Confidence: 0.9019437125

00:12:05.250 --> 00:12:07.553 Because by showing you and having you  
NOTE Confidence: 0.9019437125

00:12:07.553 --> 00:12:09.929 experience the tool and giving us feedback,  
NOTE Confidence: 0.9019437125

00:12:09.930 --> 00:12:11.842 we're going to make it better and it's  
NOTE Confidence: 0.9019437125

00:12:11.842 --> 00:12:13.849 going to grow from this point forward.  
NOTE Confidence: 0.9019437125

00:12:13.850 --> 00:12:16.586 But what we started with was what are  
NOTE Confidence: 0.9019437125

00:12:16.586 --> 00:12:19.231 the largest group of documents we know  
NOTE Confidence: 0.9019437125

00:12:19.231 --> 00:12:21.889 right now are public facing and let's.  
NOTE Confidence: 0.9019437125

00:12:21.890 --> 00:12:24.034 Put our arms around those and then as  
NOTE Confidence: 0.9019437125

00:12:24.034 --> 00:12:26.048 there becomes more awareness of the tool,  
NOTE Confidence: 0.9019437125

00:12:26.050 --> 00:12:27.485 I'm sure other areas in the school  
NOTE Confidence: 0.9019437125

00:12:27.485 --> 00:12:28.849 are going to want to leverage  
NOTE Confidence: 0.9019437125

00:12:28.849 --> 00:12:30.247 it and we'll expand from there.  
NOTE Confidence: 0.9019437125

00:12:30.250 --> 00:12:31.776 So it's not that this is the



NOTE Confidence: 0.9019437125

00:12:31.776 --> 00:12:33.010 only group of documents,

NOTE Confidence: 0.9019437125

00:12:33.010 --> 00:12:35.912 but this is where we had to start governance.

NOTE Confidence: 0.9019437125

00:12:35.912 --> 00:12:38.560 That's all different bylaws.

NOTE Confidence: 0.9019437125

00:12:38.560 --> 00:12:38.871 Faculty,

NOTE Confidence: 0.9019437125

00:12:38.871 --> 00:12:41.359 this is a area that will house any

NOTE Confidence: 0.9019437125

00:12:41.359 --> 00:12:43.640 of the policy and procedures that

NOTE Confidence: 0.9019437125

00:12:43.640 --> 00:12:46.013 relate to faculty so that they

NOTE Confidence: 0.9019437125

00:12:46.013 --> 00:12:47.637 can easily navigate them.

NOTE Confidence: 0.9019437125

00:12:47.640 --> 00:12:48.045 OAPD,

NOTE Confidence: 0.9019437125

00:12:48.045 --> 00:12:50.070 academic faculty affairs policy and

NOTE Confidence: 0.9019437125

00:12:50.070 --> 00:12:52.238 procedures, they will be added to this.

NOTE Confidence: 0.9019437125

00:12:52.240 --> 00:12:53.272 They're not there yet.

NOTE Confidence: 0.9019437125

00:12:53.272 --> 00:12:54.820 We still are working with them

NOTE Confidence: 0.947633426666667

00:12:54.872 --> 00:12:56.477 to get their documents templated,

NOTE Confidence: 0.947633426666667

00:12:56.480 --> 00:12:58.720 but they will be housed in that grouping.

NOTE Confidence: 0.947633426666667

00:12:58.720 --> 00:13:01.597 Education this is has all of the  
NOTE Confidence: 0.947633426666667

00:13:01.597 --> 00:13:03.569 empty education documents and then  
NOTE Confidence: 0.947633426666667

00:13:03.569 --> 00:13:05.752 over time we bringing in PA&MHS.  
NOTE Confidence: 0.947633426666667

00:13:05.752 --> 00:13:09.657 Research YCCI will have all of their SOP's,  
NOTE Confidence: 0.947633426666667

00:13:09.657 --> 00:13:12.193 their procedures placed in the tool and then  
NOTE Confidence: 0.947633426666667

00:13:12.193 --> 00:13:14.458 we'll move from there and then clinical.  
NOTE Confidence: 0.947633426666667

00:13:14.460 --> 00:13:16.133 That's where you're going to find any  
NOTE Confidence: 0.947633426666667

00:13:16.133 --> 00:13:17.664 of the Yale Medicine administration  
NOTE Confidence: 0.947633426666667

00:13:17.664 --> 00:13:19.950 documents and the Yale Medicine practice  
NOTE Confidence: 0.947633426666667

00:13:19.950 --> 00:13:22.249 standards and then of course finance  
NOTE Confidence: 0.947633426666667

00:13:22.249 --> 00:13:23.737 and administration and communications.  
NOTE Confidence: 0.947633426666667

00:13:23.740 --> 00:13:26.596 And I'm going to actually show  
NOTE Confidence: 0.947633426666667

00:13:26.596 --> 00:13:29.060 you in the tool do this,  
NOTE Confidence: 0.5961647

00:13:31.700 --> 00:13:34.710 OK. So this is the actual  
NOTE Confidence: 0.5961647

00:13:34.710 --> 00:13:36.310 website that is now live.  
NOTE Confidence: 0.5961647

00:13:36.310 --> 00:13:38.246 And the group put a lot of thought

NOTE Confidence: 0.5961647

00:13:38.246 --> 00:13:40.110 into this because one of the challenges

NOTE Confidence: 0.5961647

00:13:40.110 --> 00:13:42.570 that we had was we knew you have to

NOTE Confidence: 0.5961647

00:13:42.570 --> 00:13:44.540 navigate a lot of documents that aren't

NOTE Confidence: 0.5961647

00:13:44.540 --> 00:13:46.990 all owned by Yale School of Medicine.

NOTE Confidence: 0.5961647

00:13:46.990 --> 00:13:48.655 You have to frequent documents

NOTE Confidence: 0.5961647

00:13:48.655 --> 00:13:49.987 that are university level.

NOTE Confidence: 0.5961647

00:13:49.990 --> 00:13:50.782 So we thought,

NOTE Confidence: 0.5961647

00:13:50.782 --> 00:13:52.630 how do we solve for that problem?

NOTE Confidence: 0.5961647

00:13:52.630 --> 00:13:54.298 And we approached it.

NOTE Confidence: 0.5961647

00:13:54.298 --> 00:13:56.383 They use the term wayfinding.

NOTE Confidence: 0.5961647

00:13:56.390 --> 00:13:57.710 And when I say that it's,

NOTE Confidence: 0.5961647

00:13:57.710 --> 00:13:59.294 it's similar to when you're in an airport

NOTE Confidence: 0.5961647

00:13:59.294 --> 00:14:01.030 and you have to find your way to a gate.

NOTE Confidence: 0.5961647

00:14:01.030 --> 00:14:03.109 You've never been to the airport before.

NOTE Confidence: 0.5961647

00:14:03.110 --> 00:14:05.150 But you have to get to your plane.

NOTE Confidence: 0.5961647

00:14:05.150 --> 00:14:07.226 With good signage and good navigation,

NOTE Confidence: 0.5961647

00:14:07.230 --> 00:14:08.185 you can help someone get

NOTE Confidence: 0.5961647

00:14:08.185 --> 00:14:09.310 to where they need to go.

NOTE Confidence: 0.5961647

00:14:09.310 --> 00:14:11.164 And so we group the documents

NOTE Confidence: 0.5961647

00:14:11.164 --> 00:14:13.377 by anything here is going to be

NOTE Confidence: 0.5961647

00:14:13.377 --> 00:14:15.189 in the portal that I mentioned.

NOTE Confidence: 0.5961647

00:14:15.190 --> 00:14:17.465 These are going to be Yale School

NOTE Confidence: 0.5961647

00:14:17.465 --> 00:14:19.110 of Medicine specific documents,

NOTE Confidence: 0.5961647

00:14:19.110 --> 00:14:21.729 but you may also need to go to the

NOTE Confidence: 0.5961647

00:14:21.729 --> 00:14:23.621 university level documents which you

NOTE Confidence: 0.5961647

00:14:23.621 --> 00:14:25.913 have to still follow or research.

NOTE Confidence: 0.5961647

00:14:25.920 --> 00:14:26.838 Office of Provost,

NOTE Confidence: 0.5961647

00:14:26.838 --> 00:14:28.674 things like Faculty Handbook and then

NOTE Confidence: 0.5961647

00:14:28.674 --> 00:14:30.665 some individuals have to go to Yale

NOTE Confidence: 0.5961647

00:14:30.665 --> 00:14:32.559 New Haven health policy and procedures.

NOTE Confidence: 0.5961647

00:14:32.560 --> 00:14:34.960 So that's kind of the layout.

NOTE Confidence: 0.5961647

00:14:34.960 --> 00:14:36.112 As I mentioned,

NOTE Confidence: 0.5961647

00:14:36.112 --> 00:14:38.416 OAPD documents are not housed yet

NOTE Confidence: 0.5961647

00:14:38.416 --> 00:14:41.154 in the tool and so we are going

NOTE Confidence: 0.5961647

00:14:41.154 --> 00:14:43.005 to be inserting a placeholder

NOTE Confidence: 0.5961647

00:14:43.005 --> 00:14:45.399 here for individuals that need to

NOTE Confidence: 0.5961647

00:14:45.399 --> 00:14:47.097 get to the OAPD process.

NOTE Confidence: 0.5961647

00:14:47.097 --> 00:14:48.891 And then over time the items

NOTE Confidence: 0.5961647

00:14:48.891 --> 00:14:51.043 that are YSM are going to be

NOTE Confidence: 0.5961647

00:14:51.043 --> 00:14:52.239 incorporated into the tool,

NOTE Confidence: 0.5961647

00:14:52.240 --> 00:14:53.759 but we'll go ahead and go in.

NOTE Confidence: 0.941168454545454

00:14:58.130 --> 00:15:00.452 And you can see once you're in the tool

NOTE Confidence: 0.941168454545454

00:15:00.452 --> 00:15:02.510 you have two searching options and

NOTE Confidence: 0.941168454545454

00:15:02.510 --> 00:15:04.850 there are help manuals I'll show you.

NOTE Confidence: 0.941168454545454

00:15:04.850 --> 00:15:07.074 They live in two places that are going

NOTE Confidence: 0.941168454545454

00:15:07.074 --> 00:15:09.566 to give you screenshots of all of this.

NOTE Confidence: 0.941168454545454

00:15:09.570 --> 00:15:11.070 But when you first enter into  
NOTE Confidence: 0.941168454545454  
00:15:11.070 --> 00:15:12.770 the tool you have two options.  
NOTE Confidence: 0.941168454545454  
00:15:12.770 --> 00:15:15.690 You could search, which I'll show you after,  
NOTE Confidence: 0.941168454545454  
00:15:15.690 --> 00:15:17.650 and browse is what it defaults to.  
NOTE Confidence: 0.941168454545454  
00:15:17.650 --> 00:15:20.716 Browse shows you all of the category  
NOTE Confidence: 0.941168454545454  
00:15:20.716 --> 00:15:24.180 documents here and in this about policy tech.  
NOTE Confidence: 0.941168454545454  
00:15:24.180 --> 00:15:25.752 Is where you're going to find  
NOTE Confidence: 0.941168454545454  
00:15:25.752 --> 00:15:26.538 some helpful manuals.  
NOTE Confidence: 0.941168454545454  
00:15:26.540 --> 00:15:28.979 And these manuals can be for a general user.  
NOTE Confidence: 0.941168454545454  
00:15:28.980 --> 00:15:30.844 You just want to know how do I  
NOTE Confidence: 0.941168454545454  
00:15:30.844 --> 00:15:32.876 search for a document or if you  
NOTE Confidence: 0.941168454545454  
00:15:32.876 --> 00:15:34.381 have the functionality where you  
NOTE Confidence: 0.941168454545454  
00:15:34.445 --> 00:15:36.150 are actually someone who drafts  
NOTE Confidence: 0.941168454545454  
00:15:36.150 --> 00:15:37.855 documents or has to approve.  
NOTE Confidence: 0.941168454545454  
00:15:37.860 --> 00:15:40.114 These are more technical on kind of  
NOTE Confidence: 0.941168454545454  
00:15:40.114 --> 00:15:42.698 the back end navigation of the tool.

NOTE Confidence: 0.941168454545454

00:15:42.700 --> 00:15:44.260 Then you can go into all

NOTE Confidence: 0.941168454545454

00:15:44.260 --> 00:15:45.607 documents and you say, okay,

NOTE Confidence: 0.941168454545454

00:15:45.607 --> 00:15:47.449 I want to look at everything

NOTE Confidence: 0.941168454545454

00:15:47.449 --> 00:15:48.900 that we have at YSM.

NOTE Confidence: 0.941168454545454

00:15:48.900 --> 00:15:51.069 This is going to give you a full list.

NOTE Confidence: 0.941168454545454

00:15:51.070 --> 00:15:52.510 If you want to search,

NOTE Confidence: 0.941168454545454

00:15:52.510 --> 00:15:52.944 you're like,

NOTE Confidence: 0.941168454545454

00:15:52.944 --> 00:15:54.463 I need to look at that thing.

NOTE Confidence: 0.941168454545454

00:15:54.470 --> 00:15:57.380 I think it's called budget something

NOTE Confidence: 0.941168454545454

00:15:57.380 --> 00:16:00.324 you can put budget in click and

NOTE Confidence: 0.941168454545454

00:16:00.324 --> 00:16:02.893 that is searching through all of the

NOTE Confidence: 0.941168454545454

00:16:02.893 --> 00:16:05.447 documents we have and going to pull up

NOTE Confidence: 0.941168454545454

00:16:05.447 --> 00:16:07.863 anything that has budget either in the

NOTE Confidence: 0.941168454545454

00:16:07.863 --> 00:16:10.336 title or somewhere in the document itself.

NOTE Confidence: 0.941168454545454

00:16:10.336 --> 00:16:12.784 So that's what I mean by a keyword.

NOTE Confidence: 0.941168454545454

00:16:12.790 --> 00:16:17.018 Now interesting thing with keywords is that.

NOTE Confidence: 0.941168454545454

00:16:17.020 --> 00:16:18.964 We can make the tool more

NOTE Confidence: 0.941168454545454

00:16:18.964 --> 00:16:19.936 sophisticated over time.

NOTE Confidence: 0.941168454545454

00:16:19.940 --> 00:16:21.780 So if you call something,

NOTE Confidence: 0.941168454545454

00:16:21.780 --> 00:16:22.812 if you are,

NOTE Confidence: 0.941168454545454

00:16:22.812 --> 00:16:23.500 you know,

NOTE Confidence: 0.941168454545454

00:16:23.500 --> 00:16:26.055 individuals refer to a document in a

NOTE Confidence: 0.941168454545454

00:16:26.055 --> 00:16:28.499 different way than it's named or have

NOTE Confidence: 0.941168454545454

00:16:28.499 --> 00:16:30.863 some sort of term that you've entered

NOTE Confidence: 0.941168454545454

00:16:30.863 --> 00:16:33.537 in four times and nothing's coming up,

NOTE Confidence: 0.941168454545454

00:16:33.540 --> 00:16:35.380 give that information to parmi,

NOTE Confidence: 0.941168454545454

00:16:35.380 --> 00:16:36.476 e-mail that to parmi,

NOTE Confidence: 0.941168454545454

00:16:36.476 --> 00:16:39.374 because we can add it in the back end and

NOTE Confidence: 0.941168454545454

00:16:39.374 --> 00:16:41.700 it will enhance the search moving forward.

NOTE Confidence: 0.941168454545454

00:16:41.700 --> 00:16:43.534 And an example of that in my

NOTE Confidence: 0.941168454545454

00:16:43.534 --> 00:16:45.419 prior life was privacy policies.



NOTE Confidence: 0.941168454545454

00:16:45.420 --> 00:16:47.980 So anything related to HIPAA.

NOTE Confidence: 0.941168454545454

00:16:47.980 --> 00:16:48.235 HIPAA,

NOTE Confidence: 0.941168454545454

00:16:48.235 --> 00:16:49.765 a lot of people spell wrong

NOTE Confidence: 0.941168454545454

00:16:49.765 --> 00:16:51.742 and so you wouldn't have HIPAA

NOTE Confidence: 0.941168454545454

00:16:51.742 --> 00:16:53.657 spelled incorrectly in your title,

NOTE Confidence: 0.941168454545454

00:16:53.660 --> 00:16:55.484 and hopefully you don't have HIPAA

NOTE Confidence: 0.941168454545454

00:16:55.484 --> 00:16:57.100 spelled incorrectly in your policy,

NOTE Confidence: 0.941168454545454

00:16:57.100 --> 00:16:58.740 but you're searching for it.

NOTE Confidence: 0.941168454545454

00:16:58.740 --> 00:16:59.166 You'd think, okay,

NOTE Confidence: 0.941168454545454

00:16:59.166 --> 00:17:00.619 a lot of people are going to misspell that.

NOTE Confidence: 0.941168454545454

00:17:00.620 --> 00:17:02.260 I'm going to use that as a keyword.

NOTE Confidence: 0.941168454545454

00:17:02.260 --> 00:17:04.380 So even if they do enter it incorrectly,

NOTE Confidence: 0.941168454545454

00:17:04.380 --> 00:17:06.228 it's still going to pull up all

NOTE Confidence: 0.941168454545454

00:17:06.228 --> 00:17:07.620 of the HIPAA policies.

NOTE Confidence: 0.941168454545454

00:17:07.620 --> 00:17:09.156 So just keep that in mind if it's

NOTE Confidence: 0.941168454545454

00:17:09.156 --> 00:17:10.099 something that you refer to,  
NOTE Confidence: 0.941168454545454

00:17:10.100 --> 00:17:12.074 because we can continue to enhance  
NOTE Confidence: 0.941168454545454

00:17:12.074 --> 00:17:14.330 kind of the search functionality.  
NOTE Confidence: 0.941168454545454

00:17:14.330 --> 00:17:16.626 But this word is going to search  
NOTE Confidence: 0.941168454545454

00:17:16.626 --> 00:17:18.090 everything within this folder.  
NOTE Confidence: 0.941168454545454

00:17:18.090 --> 00:17:20.008 And that's an important take away too,  
NOTE Confidence: 0.941168454545454

00:17:20.010 --> 00:17:22.050 because when you go down into,  
NOTE Confidence: 0.941168454545454

00:17:22.050 --> 00:17:24.130 say, governance and you want,  
NOTE Confidence: 0.941168454545454

00:17:24.130 --> 00:17:25.635 I mean this is easy because you  
NOTE Confidence: 0.941168454545454

00:17:25.635 --> 00:17:26.730 can see all of them.  
NOTE Confidence: 0.941168454545454

00:17:26.730 --> 00:17:29.450 But if you wanted to do some sort of search,  
NOTE Confidence: 0.941168454545454

00:17:29.450 --> 00:17:32.228 we'll do it in here where there's more.  
NOTE Confidence: 0.941168454545454

00:17:32.228 --> 00:17:35.128 If you wanted to search for the policies  
NOTE Confidence: 0.941168454545454

00:17:35.128 --> 00:17:37.328 within finance and administration,  
NOTE Confidence: 0.93270598875

00:17:37.330 --> 00:17:39.930 if I type in the word budget here,  
NOTE Confidence: 0.93270598875

00:17:39.930 --> 00:17:43.234 it is only searching within that folder.

NOTE Confidence: 0.93270598875

00:17:43.240 --> 00:17:45.896 And so if you wanted to search all

NOTE Confidence: 0.93270598875

00:17:45.896 --> 00:17:47.628 the documents, you have to remember

NOTE Confidence: 0.93270598875

00:17:47.628 --> 00:17:50.239 I need to go to all the documents,

NOTE Confidence: 0.93270598875

00:17:50.240 --> 00:17:52.040 otherwise you're just searching

NOTE Confidence: 0.93270598875

00:17:52.040 --> 00:17:53.840 within the folder itself.

NOTE Confidence: 0.93270598875

00:17:53.840 --> 00:17:56.514 Each of these have the ability to.

NOTE Confidence: 0.93270598875

00:17:56.520 --> 00:17:59.040 I'm going to get rid of

NOTE Confidence: 0.93270598875

00:17:59.040 --> 00:18:00.700 that keyword to expand.

NOTE Confidence: 0.93270598875

00:18:00.700 --> 00:18:03.570 And they are further kind of sub

NOTE Confidence: 0.93270598875

00:18:03.570 --> 00:18:05.552 categorized and broken down here

NOTE Confidence: 0.93270598875

00:18:05.552 --> 00:18:08.960 you can see the clinical goes to YM

NOTE Confidence: 0.93270598875

00:18:08.960 --> 00:18:11.148 administration and practice standards.

NOTE Confidence: 0.93270598875

00:18:11.150 --> 00:18:12.690 And then another search option

NOTE Confidence: 0.93270598875

00:18:12.690 --> 00:18:14.230 that some people like are,

NOTE Confidence: 0.93270598875

00:18:14.230 --> 00:18:17.205 well I actually want to see all

NOTE Confidence: 0.93270598875

00:18:17.205 --> 00:18:19.589 the documents that are a policy  
NOTE Confidence: 0.93270598875

00:18:19.589 --> 00:18:21.362 for YSM and this is going to be  
NOTE Confidence: 0.93270598875

00:18:21.362 --> 00:18:22.828 a mixture of any of these items,  
NOTE Confidence: 0.93270598875

00:18:22.830 --> 00:18:24.162 but it's all the policies are  
NOTE Confidence: 0.93270598875

00:18:24.162 --> 00:18:24.828 all the procedures.  
NOTE Confidence: 0.93270598875

00:18:24.830 --> 00:18:26.258 So it allows you to search  
NOTE Confidence: 0.93270598875

00:18:26.258 --> 00:18:28.220 in a lot of different ways.  
NOTE Confidence: 0.93270598875

00:18:28.220 --> 00:18:30.215 And then if you don't like this,  
NOTE Confidence: 0.93270598875

00:18:30.220 --> 00:18:32.416 you could also just come in,  
NOTE Confidence: 0.93270598875

00:18:32.420 --> 00:18:33.392 click on search,  
NOTE Confidence: 0.93270598875

00:18:33.392 --> 00:18:36.100 and you can type in the word here.  
NOTE Confidence: 0.93270598875

00:18:36.100 --> 00:18:37.871 And this is similar to the search  
NOTE Confidence: 0.93270598875

00:18:37.871 --> 00:18:39.100 functionality that I just did,  
NOTE Confidence: 0.93270598875

00:18:39.100 --> 00:18:41.020 where it searched all documents.  
NOTE Confidence: 0.93270598875

00:18:41.020 --> 00:18:42.788 You click on it and it's going to  
NOTE Confidence: 0.93270598875

00:18:42.788 --> 00:18:44.419 display all of the documents there.

NOTE Confidence: 0.93270598875

00:18:44.420 --> 00:18:46.100 So lots of different ways that

NOTE Confidence: 0.93270598875

00:18:46.100 --> 00:18:46.940 you can search.

NOTE Confidence: 0.93270598875

00:18:46.940 --> 00:18:49.300 And if at any point you have questions,

NOTE Confidence: 0.93270598875

00:18:49.300 --> 00:18:51.180 again, hermie's here to help.

NOTE Confidence: 0.93270598875

00:18:51.180 --> 00:18:52.784 We're here to help.

NOTE Confidence: 0.93270598875

00:18:52.784 --> 00:18:55.630 So you're never alone in navigating this.

NOTE Confidence: 0.93270598875

00:18:55.630 --> 00:18:58.206 The other thing that I wanted to

NOTE Confidence: 0.93270598875

00:18:58.206 --> 00:19:01.630 show you is here policy tech help.

NOTE Confidence: 0.93270598875

00:19:01.630 --> 00:19:03.443 So in addition in the tool where

NOTE Confidence: 0.93270598875

00:19:03.443 --> 00:19:05.110 you can see those manuals,

NOTE Confidence: 0.93270598875

00:19:05.110 --> 00:19:07.371 This site is a lot of information

NOTE Confidence: 0.93270598875

00:19:07.371 --> 00:19:08.949 on policy tech as well.

NOTE Confidence: 0.93270598875

00:19:08.950 --> 00:19:11.182 So it's going to tell you what it does,

NOTE Confidence: 0.93270598875

00:19:11.190 --> 00:19:11.880 how to open.

NOTE Confidence: 0.93270598875

00:19:11.880 --> 00:19:14.102 If you go in here, these are the manuals.

NOTE Confidence: 0.93270598875

00:19:14.102 --> 00:19:15.710 How do I search for things.  
NOTE Confidence: 0.93270598875

00:19:15.710 --> 00:19:17.486 We're going to put this video  
NOTE Confidence: 0.93270598875

00:19:17.486 --> 00:19:18.670 up and other videos.  
NOTE Confidence: 0.93270598875

00:19:18.670 --> 00:19:22.072 So there's a lot of material here to help  
NOTE Confidence: 0.93270598875

00:19:22.072 --> 00:19:25.728 you navigate and maximize the tool itself.  
NOTE Confidence: 0.93270598875

00:19:25.730 --> 00:19:29.330 And now see if I can go back here.  
NOTE Confidence: 0.89267644

00:19:36.020 --> 00:19:38.198 We just went through navigation so.  
NOTE Confidence: 0.89267644

00:19:38.200 --> 00:19:39.860 This, this presentation is really  
NOTE Confidence: 0.89267644

00:19:39.860 --> 00:19:41.911 geared at the front end user  
NOTE Confidence: 0.89267644

00:19:41.911 --> 00:19:43.541 experience for individuals that I  
NOTE Confidence: 0.89267644

00:19:43.541 --> 00:19:45.936 need to find that policy and what is  
NOTE Confidence: 0.89267644

00:19:45.936 --> 00:19:48.062 the easiest way for me to do that.  
NOTE Confidence: 0.89267644

00:19:48.062 --> 00:19:50.390 But I do want to highlight that the  
NOTE Confidence: 0.89267644

00:19:50.459 --> 00:19:52.678 tool brings a lot of enhancements on  
NOTE Confidence: 0.89267644

00:19:52.678 --> 00:19:54.971 what I call the back end experience  
NOTE Confidence: 0.89267644

00:19:54.971 --> 00:19:57.480 as well and that ties to more of

NOTE Confidence: 0.89267644

00:19:57.480 --> 00:19:58.680 the document management process.

NOTE Confidence: 0.89267644

00:19:58.680 --> 00:20:02.400 So if you are an individual that authors

NOTE Confidence: 0.89267644

00:20:02.400 --> 00:20:06.118 policy or procedures or has to approve.

NOTE Confidence: 0.89267644

00:20:06.120 --> 00:20:07.860 The tool has this functionality

NOTE Confidence: 0.89267644

00:20:07.860 --> 00:20:09.600 where it's managing the document.

NOTE Confidence: 0.89267644

00:20:09.600 --> 00:20:11.460 So it's going to send reminders

NOTE Confidence: 0.89267644

00:20:11.460 --> 00:20:12.080 to individuals.

NOTE Confidence: 0.89267644

00:20:12.080 --> 00:20:14.838 When your document is up for renewal,

NOTE Confidence: 0.89267644

00:20:14.840 --> 00:20:15.992 if it hasn't been reviewed and

NOTE Confidence: 0.89267644

00:20:15.992 --> 00:20:17.280 you've said it to be reviewed,

NOTE Confidence: 0.89267644

00:20:17.280 --> 00:20:18.720 let's say every 12 months,

NOTE Confidence: 0.89267644

00:20:18.720 --> 00:20:20.718 it's going to e-mail you and let you know,

NOTE Confidence: 0.89267644

00:20:20.720 --> 00:20:21.998 oh, I have to review this.

NOTE Confidence: 0.89267644

00:20:22.000 --> 00:20:23.995 And then when you review the document,

NOTE Confidence: 0.89267644

00:20:24.000 --> 00:20:26.874 it's going to move the document

NOTE Confidence: 0.89267644

00:20:26.874 --> 00:20:28.790 through the review process.  
NOTE Confidence: 0.89267644

00:20:28.790 --> 00:20:31.388 From the writers to the reviewers,  
NOTE Confidence: 0.89267644

00:20:31.390 --> 00:20:33.504 and we no longer have to have,  
NOTE Confidence: 0.89267644

00:20:33.510 --> 00:20:34.336 you know,  
NOTE Confidence: 0.89267644

00:20:34.336 --> 00:20:37.227 word documents attached to emails sent out,  
NOTE Confidence: 0.89267644

00:20:37.230 --> 00:20:38.898 where then you're trying to consolidate  
NOTE Confidence: 0.89267644

00:20:38.898 --> 00:20:40.773 5 different emails with a lot of  
NOTE Confidence: 0.89267644

00:20:40.773 --> 00:20:42.201 different red lines and people are  
NOTE Confidence: 0.89267644

00:20:42.201 --> 00:20:43.949 responding in e-mail versus in the document.  
NOTE Confidence: 0.89267644

00:20:43.950 --> 00:20:45.504 All that goes away where we're  
NOTE Confidence: 0.89267644

00:20:45.504 --> 00:20:47.707 able to work on one document in the  
NOTE Confidence: 0.89267644

00:20:47.707 --> 00:20:49.840 tool and it will move through the  
NOTE Confidence: 0.89267644

00:20:49.840 --> 00:20:51.910 individuals necessary for developing it.  
NOTE Confidence: 0.89267644

00:20:51.910 --> 00:20:55.206 So that will be a great enhancement and  
NOTE Confidence: 0.89267644

00:20:55.206 --> 00:20:58.229 then from a compliance perspective.  
NOTE Confidence: 0.89267644

00:20:58.230 --> 00:21:00.204 The tool also tracks and reports



NOTE Confidence: 0.89267644

00:21:00.204 --> 00:21:02.389 the whole history of the document.

NOTE Confidence: 0.89267644

00:21:02.390 --> 00:21:04.829 So once a document is created in the tool,

NOTE Confidence: 0.89267644

00:21:04.830 --> 00:21:06.657 you know five years from now you

NOTE Confidence: 0.89267644

00:21:06.657 --> 00:21:08.638 could print out a report and you'd be

NOTE Confidence: 0.89267644

00:21:08.638 --> 00:21:10.709 able to see when was this originated,

NOTE Confidence: 0.89267644

00:21:10.710 --> 00:21:12.540 who were the individuals involved

NOTE Confidence: 0.89267644

00:21:12.540 --> 00:21:14.750 in creating the document each time

NOTE Confidence: 0.89267644

00:21:14.750 --> 00:21:16.345 it was reviewed and revised,

NOTE Confidence: 0.89267644

00:21:16.350 --> 00:21:17.602 what revisions took place?

NOTE Confidence: 0.89267644

00:21:17.602 --> 00:21:20.187 You have a way to track and really

NOTE Confidence: 0.89267644

00:21:20.187 --> 00:21:22.427 see the life cycle of the document,

NOTE Confidence: 0.89267644

00:21:22.430 --> 00:21:26.120 which can be important in different

NOTE Confidence: 0.89267644

00:21:26.120 --> 00:21:27.965 scenarios and situations.

NOTE Confidence: 0.89267644

00:21:27.970 --> 00:21:29.170 Make it over here

NOTE Confidence: 0.944628991304348

00:21:31.250 --> 00:21:34.382 so some key contacts for people that I think

NOTE Confidence: 0.944628991304348

00:21:34.382 --> 00:21:37.415 are important for individuals to know and  
NOTE Confidence: 0.944628991304348

00:21:37.415 --> 00:21:40.608 this information is on the website itself.  
NOTE Confidence: 0.944628991304348

00:21:40.610 --> 00:21:43.786 This up here is the generic e-mail that  
NOTE Confidence: 0.944628991304348

00:21:43.786 --> 00:21:46.070 we created and parmi will put this in the  
NOTE Confidence: 0.944628991304348

00:21:46.070 --> 00:21:48.006 chat so everyone can have that as well.  
NOTE Confidence: 0.944628991304348

00:21:48.010 --> 00:21:49.210 But this is where if you  
NOTE Confidence: 0.944628991304348

00:21:49.210 --> 00:21:50.010 have a general question,  
NOTE Confidence: 0.944628991304348

00:21:50.010 --> 00:21:51.515 if you're trying to find a document  
NOTE Confidence: 0.944628991304348

00:21:51.515 --> 00:21:53.168 or you want to create a document,  
NOTE Confidence: 0.944628991304348

00:21:53.170 --> 00:21:56.346 you can e-mail here and parmi will respond.  
NOTE Confidence: 0.944628991304348

00:21:56.350 --> 00:21:58.987 Each of the areas that I mentioned for groups  
NOTE Confidence: 0.944628991304348

00:21:58.987 --> 00:22:01.790 of documents have a document administrator.  
NOTE Confidence: 0.944628991304348

00:22:01.790 --> 00:22:03.610 And again, that person doesn't  
NOTE Confidence: 0.944628991304348

00:22:03.610 --> 00:22:05.066 necessarily draft the documents,  
NOTE Confidence: 0.944628991304348

00:22:05.070 --> 00:22:07.744 but they are responsible for managing them.  
NOTE Confidence: 0.944628991304348

00:22:07.750 --> 00:22:09.631 And you can reach out to them and they

NOTE Confidence: 0.944628991304348  
00:22:09.631 --> 00:22:11.567 can help you kind of navigate and find  
NOTE Confidence: 0.944628991304348  
00:22:11.567 --> 00:22:13.413 the policy or procedure that you need  
NOTE Confidence: 0.944628991304348  
00:22:13.413 --> 00:22:16.080 to or answer questions and get you in  
NOTE Confidence: 0.944628991304348  
00:22:16.080 --> 00:22:19.230 contact with the subject matter experts.  
NOTE Confidence: 0.944628991304348  
00:22:19.230 --> 00:22:22.086 And we're going to add additional DOC admins  
NOTE Confidence: 0.944628991304348  
00:22:22.086 --> 00:22:24.986 over time as the groups themselves evolve.  
NOTE Confidence: 0.944628991304348  
00:22:24.990 --> 00:22:26.706 With that, I'm going to stop  
NOTE Confidence: 0.9478012575  
00:22:29.790 --> 00:22:32.750 and open for questions.  
NOTE Confidence: 0.82213986  
00:22:39.860 --> 00:22:40.260 See  
NOTE Confidence: 0.926901736  
00:22:44.540 --> 00:22:46.540 does anyone have any questions.  
NOTE Confidence: 0.926901736  
00:22:46.540 --> 00:22:47.176 If you have questions,  
NOTE Confidence: 0.926901736  
00:22:47.176 --> 00:22:48.340 you can put them in the chat,  
NOTE Confidence: 0.926901736  
00:22:48.340 --> 00:22:51.777 you can take yourself off mute and.  
NOTE Confidence: 0.926901736  
00:22:51.780 --> 00:22:53.148 Talk or if you don't have  
NOTE Confidence: 0.926901736  
00:22:53.148 --> 00:22:54.060 questions for the group,  
NOTE Confidence: 0.926901736

00:22:54.060 --> 00:22:55.719 but you have questions as soon as  
NOTE Confidence: 0.926901736

00:22:55.719 --> 00:22:57.416 you close this or a week from now,  
NOTE Confidence: 0.926901736

00:22:57.420 --> 00:22:59.576 we're happy to answer those as well.  
NOTE Confidence: 0.926901736

00:22:59.580 --> 00:23:01.380 You can always reach out to us directly.  
NOTE Confidence: 0.92514132

00:23:04.420 --> 00:23:05.280 Thank you for this.  
NOTE Confidence: 0.92514132

00:23:05.280 --> 00:23:06.140 This is very thorough.  
NOTE Confidence: 0.92514132

00:23:06.140 --> 00:23:08.620 It's very helpful. Oh, good.  
NOTE Confidence: 0.9402536

00:23:10.380 --> 00:23:11.982 I agree. This is great that  
NOTE Confidence: 0.9402536

00:23:11.982 --> 00:23:13.380 we have something like this.  
NOTE Confidence: 0.9402536

00:23:15.660 --> 00:23:17.868 So it's just been like when  
NOTE Confidence: 0.9402536

00:23:17.868 --> 00:23:19.350 you're trying to. Find something.  
NOTE Confidence: 0.9402536

00:23:19.350 --> 00:23:20.460 You're like, where do I go?  
NOTE Confidence: 0.9402536

00:23:20.460 --> 00:23:21.980 Who do I ask? So this is nice.  
NOTE Confidence: 0.9402536

00:23:21.980 --> 00:23:24.178 This is a great thing you created.  
NOTE Confidence: 0.9402536

00:23:24.180 --> 00:23:26.300 Thank you, thank you.  
NOTE Confidence: 0.940253708888889

00:23:27.420 --> 00:23:28.775 We're all, we are all

NOTE Confidence: 0.940253708888889

00:23:28.775 --> 00:23:29.859 really excited about it.

NOTE Confidence: 0.940253708888889

00:23:29.860 --> 00:23:31.474 But we're also humble and knowing

NOTE Confidence: 0.940253708888889

00:23:31.474 --> 00:23:32.900 that it's a starting point.

NOTE Confidence: 0.940253708888889

00:23:32.900 --> 00:23:34.700 So as you actually use it,

NOTE Confidence: 0.940253708888889

00:23:34.700 --> 00:23:37.220 please give us feedback.

NOTE Confidence: 0.940253708888889

00:23:37.220 --> 00:23:38.711 That's where I think we can really

NOTE Confidence: 0.940253708888889

00:23:38.711 --> 00:23:40.258 make it something special for everyone.

NOTE Confidence: 0.93924726

00:23:42.960 --> 00:23:45.256 Yeah, I'll just, I'll just add to

NOTE Confidence: 0.93924726

00:23:45.256 --> 00:23:47.310 that Andrea that you know as we as

NOTE Confidence: 0.93924726

00:23:47.310 --> 00:23:48.659 we think about our processes and

NOTE Confidence: 0.93924726

00:23:48.659 --> 00:23:50.027 how we implement things at Yale

NOTE Confidence: 0.93924726

00:23:50.027 --> 00:23:51.719 where I think sometimes we're taking

NOTE Confidence: 0.93924726

00:23:51.719 --> 00:23:53.700 a different approach now, right.

NOTE Confidence: 0.93924726

00:23:53.700 --> 00:23:57.836 And we're we're doing things at a

NOTE Confidence: 0.93924726

00:23:57.836 --> 00:23:59.744 quicker pace and putting something out

NOTE Confidence: 0.93924726

00:23:59.744 --> 00:24:02.477 there for people to respond and to react to,

NOTE Confidence: 0.93924726

00:24:02.480 --> 00:24:04.397 but also to use in the in the interim,

NOTE Confidence: 0.93924726

00:24:04.400 --> 00:24:06.544 right, rather than waiting

NOTE Confidence: 0.93924726

00:24:06.544 --> 00:24:07.990 until everything's perfect.

NOTE Confidence: 0.93924726

00:24:07.990 --> 00:24:12.898 So please this is a a living and breathing.

NOTE Confidence: 0.93924726

00:24:12.900 --> 00:24:15.924 Kind of process and it will get better

NOTE Confidence: 0.93924726

00:24:15.924 --> 00:24:18.806 the more input that we get you know

NOTE Confidence: 0.93924726

00:24:18.806 --> 00:24:21.137 the more the more keywords that we

NOTE Confidence: 0.93924726

00:24:21.137 --> 00:24:23.584 can provide to par me and and and

NOTE Confidence: 0.93924726

00:24:23.584 --> 00:24:25.952 the more we use this and and give

NOTE Confidence: 0.93924726

00:24:25.952 --> 00:24:27.954 feedback on you know this doesn't feel

NOTE Confidence: 0.93924726

00:24:27.954 --> 00:24:29.947 like it's quite in the right spot or

NOTE Confidence: 0.93924726

00:24:29.947 --> 00:24:31.796 you know so please engage with it.

NOTE Confidence: 0.93924726

00:24:31.796 --> 00:24:33.779 It's going to be a helpful tool

NOTE Confidence: 0.93924726

00:24:33.779 --> 00:24:34.659 for all of us.

NOTE Confidence: 0.93924726

00:24:34.660 --> 00:24:36.551 Nice nice job par me and

NOTE Confidence: 0.93924726

00:24:36.551 --> 00:24:37.739 and Andrea it's great.

NOTE Confidence: 0.8734724975

00:24:38.100 --> 00:24:39.460 Thank you. Thank you.

NOTE Confidence: 0.87387749

00:24:46.510 --> 00:24:49.070 Okay. Well, we'll give you back some time.

NOTE Confidence: 0.87387749

00:24:49.070 --> 00:24:50.190 Thank you all for coming.

NOTE Confidence: 0.87387749

00:24:50.190 --> 00:24:51.590 This has been like overwhelming

NOTE Confidence: 0.87387749

00:24:51.590 --> 00:24:53.310 and wonderful to see how many

NOTE Confidence: 0.87387749

00:24:53.310 --> 00:24:54.660 people show up with interest

NOTE Confidence: 0.87387749

00:24:54.660 --> 00:24:56.190 and insight into the project.

NOTE Confidence: 0.87387749

00:24:56.190 --> 00:25:01.000 So we appreciate your time. Thank you.