

# INSTRUCTIONS FOR COMPLETING THE PARTNERSHIP FOR EXCELLENCE (TPE) PREWORK/CASE STUDY ASSIGNMENT

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The purpose of the prework/case study assignment is to prepare you for a successful training experience during Examiner Training. The goal is to familiarize you with the Independent Review (IR) portion of the application evaluation process through the completion of a partial IR Scorebook.

## STEP ONE: Access Stratex Apex examiner software.

1. You will receive an email from TPE with login information and instructions on how to access the Stratex Apex examiner software.
2. Sign on to Stratex Apex and become familiar with the navigation and functionality.

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## STEP TWO: Complete training modules in Bridge LMS (Learning Management System).

Please note: Much of the work in the Bridge LMS is a refresher for new examiners, who attended an orientation.

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## STEP THREE: Gather the materials needed for your Case Study Prework (provided in Bridge LMS).

1. Copansburg Regional Health System Case Study
2. 2021-2022 Baldrige Excellence Framework – Health Care
3. TPE *Step-by-Step* for Independent Review

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## STEP FOUR: Complete the Prework.

### 1. Evaluate Copansburg Regional Health System Case Study Items 2.1, 6.1, 7.1, and 7.2 using Stratex Apex examiner software.

- a. Read the 2021-2022 *Baldrige Excellence Framework* for Health Care.
- b. Read the Copansburg Regional Health System case study, highlighting and/or making notes on anything you feel may be important to the evaluation of this award applicant.
- c. Using the **Step-by-Step for Independent Review (IR)** as a guide, complete Key Factors in the Word template and IR in *Stratex Apex examiner software* for four Items: 2.1, 6.1, 7.1, and 7.2.
- d. Complete your work for Items 2.1, 6.1, 7.1, and 7.2 in the Stratex Apex software by 9:00 p.m. the evening before the Examiner Training session you will be attending.

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## STEP FIVE: Have the following documents available during Examiner Training.

1. **Your prework materials** Copansburg Regional Health System case study, Baldrige Excellence Framework Education booklet, and all other case study packet materials.
2. A hard copy or access to an electronic copy of your completed pre-work of Items 2.1, 6.1, 7.1, and 7.2.

## Contacts

**For Stratex Apex examiner software questions:**

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