

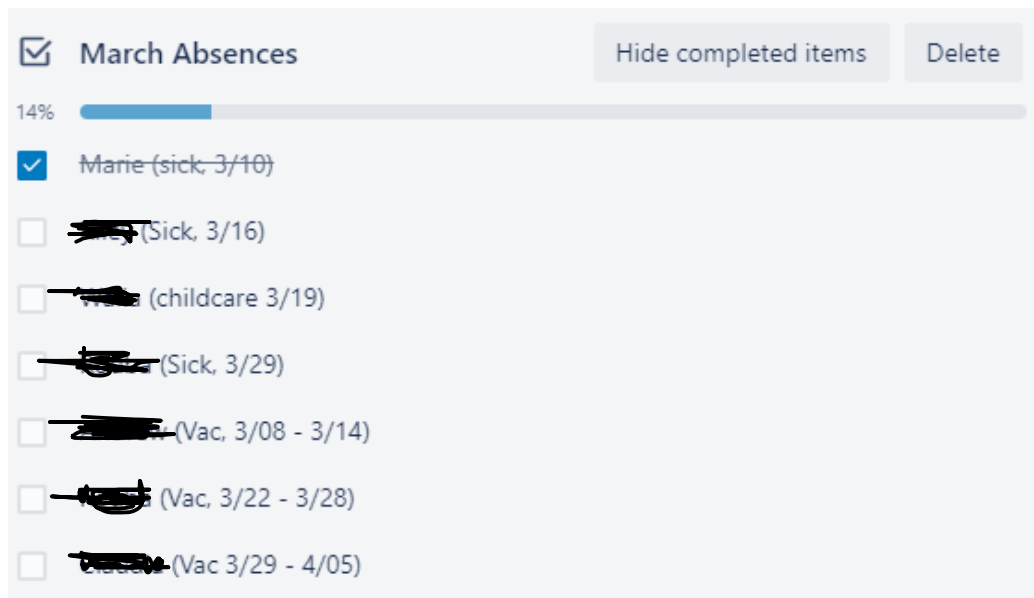
Trello Boards

Department: Laboratory Medicine and Pathology


Allie Correll-Buss

We use Trello, a Kanban style list-making application. Our team uses it to track collaborative products, and I use it to track personal projects as well. This tool improves group collaboration and also helps remind me of recurring or one-off tasks. Below are some examples of how it is used:

1. Track monthly absence reconciliation
 - a. I have a card that I set to ping me on the 25th of the month to check and make sure trainees have entered all the leave they took that month
 - b. I have a checklist for each month, which then lists out the pre-scheduled leave (vacation) and also any instances where someone called out sick or took conference / professional leave. I check items off of the list as trainees enter it into MedHub



2. Trigger action on recurring items
 - a. Every month, we have Dermatology residents rotate with us on Dermatopathology. I have a card set to trigger the week before they are set to start so I can initiate the onboarding process.


 **Derm Resident Onboarding AY21**

in list [Onboarding: Res & Obs](#) @

MEMBERS

LABELS

DUE DATE

 +

Dermopath

+

☐ Apr 26 at 8:00 AM ▾

☰

Description

Edit

Each month a new Derm resident will rotate through Dermopath as part of their training. Our job is to send a welcome e-mail and a PATHIT request to have them all set up for their rotation. Every Derm resident sits at desk #19. We also send out outlook invitations to the AP chiefs and Derm Fellow at the beginning of the year, which should contain their contact info, rotation dates and any anticipated absences.

AY21 Derm Resident Rotators:

July: Dr. Josiah Hanson - hansonjf@uw.edu
August: Dr. Daniel Leifer - leifer@uw.edu
September: Dr. Emily Duffy - Eduffy8@uw.edu
October: Dr. Benji Perin - bjp2@uw.edu
November: Dr. Jason Ya - jasonya@uw.edu (absent 11/23-11/29)
December: Dr. Rachael Ward - rachalex@uw.edu (absent 12/21-12/27)
January: Dr. Josiah Hanson - hansonjf@uw.edu
February: Dr. Anna Tappel - actappel@uw.edu
March: Dr. Lauren Bonomo - lbbonomo@uw.edu (absent 3/18-3/23)
April: Dr. Caitlin Crimp - crimpr@uw.edu (absent 4/26-4/30)
May: Dr. Deva Wells - devaw@uw.edu (absent 5/3-5/9)
June: Dr. Max Vale - mvale@uw.edu

☒ Checklist

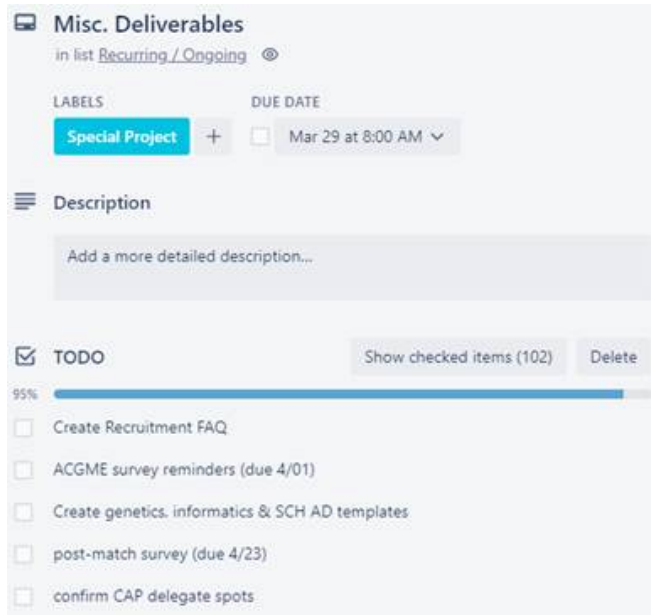
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☐ Submit TRD Request so Resident has access

☐ 1 Week before the beginning of the rotation, send the welcome e-mail.

3. Track numerous one-off tasks
 - a. For small tasks that tend to pile up, I have a personal card and board to list them out. I set a deadline to remind me of the task with the soonest deadline.



The way Trello is used can vary with each person and depends on how they like to track and be reminded of tasks. However, with our office moving virtual it's become another vital tool to report in on what people are working on and improve collaboration.