

We're on the web  
Http://  
www.hopkinsmedicine.org  
/intrastaff

# S.O.A.P. NOTES

Volume 29

September, 2005

## CPR Dates for Nurses

October 7

November 11

December 9

-----

## Oncology Competency

November 4

-----

## Advanced Pediatric Assessment/Arrest Prevention & Management Skills

November 8 & 9

7:45 am—4:30 pm

-----

## Adult Trauma Orientation

December 1 & 2

-----

## Adult Trauma Continuing Education

October 27

November 17

-----

## Pediatric Trauma Topics Workshop

8:00 am—4:30 pm

CMSC Room 906

*Trauma education is mandated by the State of Maryland each year if you work 16 hours a week or more with trauma patients. Please call Kristin Merritt to register!*

## What's With That Pesky "S"?

Some employees have been heard to refer to our renowned institution as "John Hopkins" which is a great mistake.

Johns Hopkins' peculiar first name was simply a family name; it had been his great-grandmother's maiden name.

His great-grandmother was Margaret Johns and she married Gerard Hopkins in 1700. One of their children was named Johns Hopkins. The second Johns Hopkins, grandson of the first;

was born in 1795 on this family's tobacco plantation in southern Maryland.

When his formal education ended in 1807, his parents who were devout Quakers, decided on the basis of religious conviction to free their slaves and put Johns and his brother to work in the fields. Johns left home at 17 for Baltimore and a job in business with his uncle, then established his own mercantile house at the age of 24. He was an important investor in the nation's first major railroad, the B&O, and became a

director in 1847 and chairman of its finance committee in 1855. Johns never married. In 1867, Hopkins arranged for the incorporation of The Johns Hopkins University and The Johns Hopkins Hospital, and for the appointment of a 12-member board of trustees for each. He died on Christmas Eve in 1873, leaving \$7 million to be divided equally between the two institutions.

*For more information, please visit <http://www.hopkinsmedicine.org/about/history/history1.html>*

## Who's Who at Intrastaff... Kristin Merritt, RN, BSN

Since 1995, Kristin has been a critical care nurse specializing in surgery and trauma. She was a travel nurse for six years working in many hospitals throughout the United States. In 2003, she came to Intrastaff

and worked in the WICU and SICU at JHH. As the Nursing Career Specialist and Nurse Educator, Kristin is responsible for recruiting and educating nurses for Intrastaff.

Kristin is happily married and has 2 cats. In her spare time,

Kristin enjoys the beach, golf, yoga, spin class, and lifting weights.

Kristin is working on obtaining her Master's degree in nursing. All of us at Intrastaff wish her the best success!

# ANNUAL TB SCREENINGS

Hospital policy, in response to state and federal regulations, requires that **every employee who has patient contact or works in patient-care areas be screened yearly for Tuberculosis (TB)**. All employees fitting these criteria need to be screened, whether they are positive or negative PPD responders.

To increase accessibility to

Occupational Health for this important screening, the OHS Office has clinic hours at the Phipps Building, room 351.

Tuesdays from 8am - 12pm

Thursdays from 12pm—4pm

In addition, they still maintain regular hours at the 98 N. Broadway, 4th floor location. Monday—Friday, 8am—1:30 pm.



**Neither locations will place a PPD on**

**Thursdays!**

Please be sure to send the Intrastaff Office your clearance form so that it may be noted.

Please stay tuned to notices throughout the hospital for additional screening times and locations throughout the year.

Thank you!

## Intrastaff's Employee of the Month

Lisa Wolf, RN, BSN, is our "Employee of the Month." Lisa began working for Intrastaff in August 2001 through our Back to the Bedside Program. Lisa is a dedicated nurse to her patients and their families. A nurse manager recently wrote, "Lisa is flexible, always willing to work and extremely professional." We receive many phone calls requesting Lisa to work on their units. Intrastaff is proud to have her representing our team. Thank you, Lisa!



### Attention all Employees!

Please make sure that you turn in your Annual Updates 2005 as soon as possible, as they are overdue.

Should any employee's file not be 100% compliant with JCAHO requirements, they are unable to work. If you are unsure if your file is complete, please call the Intrastaff Office at (410) 583-2950 and talk with your Staffing Coordinator.

Thank you!

## CLOSING OF BROADWAY PARKING GARAGE

According to the JHMI Parking Office, the closing of the Broadway Parking Garage will coincide with the opening of the new Orleans Street Garage on October 14, 2005! Please plan accordingly and allow yourself plenty of time that day for parking. Thank you.

## Have You Renewed or taken a new course?

Did you just renew your CPR, license, certification, or complete a Health Stream course? Did you take a course to administer chemotherapy? If so, please send Intrastaff a copy. You can either put it in one of the drop boxes at JHH, fax it to (410) 847-3659, bring it in to the Intrastaff Office or mail it to us.

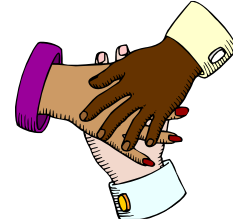
### Did you know?

- There's no grace period for CPR?
- That Intrastaff nurses can participate in JHH Core Courses? Call Kristin Merritt to register.

## How to be a Team Player

So many of us concentrate on learning more advanced technical skills in order to improve our work performance but the aspect of being a team player is just as important a skill when working with others. Below are some basic rules for dealing productively and efficiently with fellow co-workers (aka teammates). Check back for more on this subject in future editions of SOAP Notes!

- Know that Everyone Matters*
- Never be Confrontational*
- Motivate and Inspire Each Other*
- Recognize that Everyone is an Individual*
- Have Selfless Dedication*



### 17 Essential Qualities of a Team Player—Becoming the Kind of Person Every Team Wants

1. ADAPTABLE—If you won't change for the team, the team may change you
2. COLLABORATIVE—Working together precedes winning together
3. COMMITTED—There are no half-hearted champions
4. COMMUNICATIVE—A team is many voices with a single heart
5. COMPETENT—If you can't, your team won't
6. DEPENDABLE—Teams go to "go to" players
7. DISCIPLINED—Where there's a will, there's a way!
8. ENLARGING—Adding value to teammates is invaluable
9. ENTHUSIASTIC—Your heart is the source of energy for the team
10. INTENTIONAL—Make every action count
11. MISSION CONSCIOUS—the BIG picture is coming in loud and clear
12. PREPARED—be prepared!
13. RELATIONAL—If you get along, others will go along!
14. SELF-IMPROVING—To improve the team, improve yourself
15. SELFLESS—There is no I in team
16. SOLUTION ORIENTED—Make a resolution to find a solution
17. TENACIOUS—Never, never, never quit!

source: <http://home.earthlink.net>

book by: John C. Maxwell

## History of Halloween

Halloween is one of the oldest and most popular holidays. Some people, especially children, view the holiday as a time for putting on costumes, going trick-or-treating, and having theme parties. Others view it as a time of superstitions, ghosts, goblins, and evil spirits that should be avoided. As the debate continues, Halloween is often celebrated with no reference to the occult.

Halloween culture can be tracked back to the Druids, a Celtic culture in Ireland, Britain and Northern Europe. Roots lay in the feast of Samhain, which is annually on October 31st to honor the dead. Samhain signifies "summers end" or November. It is a harvest festival marking the end of the Celtic year and the beginning of a new one. The Celts believed the souls of the



dead roamed the villages at night. Since not all spirits were thought to be friendly, gifts and treats were left out to pacify the evil and ensure next year's crops would be plentiful. This custom has evolved into trick-or-treating.

If you would like to learn more about the history of Halloween, see <http://www.halloween-website.com>.

INTRASTaff

2330 W. Joppa Road  
Foxleigh Building, Suite 395  
Lutherville, MD 21093

Phone: 410-583-2950  
Fax: 410-847-3659  
Email: intrastaff@jhmi.edu

We're on the web  
Http://  
[www.hopkinsmedicine.org/  
intrastaff](http://www.hopkinsmedicine.org/intrastaff)

*Serving our customers with  
quality*

## KUDO'S CORNER

**Tonichea Butler**, an Intrastaff Certified Nursing Assistant, was commended by a JHH Unit on her willingness to assist whenever possible, her eagerness to learn and for being an active team member. "Tonichea is full of energy and has a great rapport with her patients." Thank you for a job well done, Tonichea!

Intrastaff received a letter from a patient's family complimenting **Linwood Lockett**, a Certified Nursing Assistant. They said that Linwood was very attentive, caring and helpful and went beyond what all other employees did. They took the time to say that they "were very fortunate to have him those few days."

Thank you, Linwood, for being such a wonderful representative of Intrastaff.

**Doresa Long**, an administrative support employee, has impressed her supervisors on her assignment. They applauded Doresa, saying that she is very diligent and a reliable worker. She has a very positive attitude and is a team player. She has been a real asset to their department, where she shows initiative and improves the way they work. Thank you, Doresa!

Thank you to all Intrastaff employees who do whatever it takes to not just get the job done, but done well!



*Have an enjoyable  
fall season!*

*Don't forget to turn  
your clocks back on  
October 30, 2005.*