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S.O.A.P. NOTES

Volume 40

April, 2008

CPR Dates for Nurses Clin Techs, and CNAs

9:30am-1pm OR 1:30pm-5:30pm

98 N. Broadway, Room 407

May 21

June 4

June 12

June 13

Space is limited. Call Judy Gore
at (410) 583-2950 ext. 9 to
register.

Medical Benefits Premiums - Help is on the way!

At Intrastaff, we realize the importance of having the option of medical benefit coverage for employees. We also realize that as insurance premiums are rising all across the country, it is becoming even harder for everyone to manage financially.

Therefore, we are pleased to announce effective July 1, 2008, Intrastaff will begin contributing to the employee's portion of their EHP medical insurance premium.*

In order to qualify for medical and dental benefits, employees must work an average of 36 hours per week. Hours worked are checked on a regular basis and if hour requirement is not met, insurance coverage will be cancelled and the employee will be contacted to pay any outstanding balances.

**Intrastaff reserves the right to change contributing subsidy percentages at any time.*

Oncology Competencies

April 25

May 23

June 26

August 15

September 24

October 17

November 21

All classes start promptly at 8:30am—12:00 pm and are limited to 8 nurses only. Oncology nurses are required to attend this yearly competency. Location: 3rd floor Weinberg Building (behind the waiting lounge). Classes include a review of VAD, chest tube placement, AED, EKG interpretation, Pumps (PCA/Omni), and validation of skills for chemo certified nurses. Please call Judy Gore for registration or more details.

Annual Update 2008 Reminders

Annual Updates are due by 4/15/08. For nurses, to complete your requirement, please log on to Health Stream and complete your assigned course. For all other employees, please visit www.hopkinsmedicine.org/Intrastaff/Employees to complete your post-test. All employees must complete this Joint Commission requirement in order to maintain their eligibility to work.

To Do:

Welcome to Judy Gore, RN, BSN!

Please join us in welcoming Judy Gore, Intrastaff's Nurse Educator. Judy completed her nursing degree from a German nursing school in 2002. She is an experienced critical care nurse and has worked at Dartmouth-Hitchcock, NH for 4 years. In 2006, Judy and her family moved to Baltimore where she worked as a critical care nurse at JHH through various agencies, including Intrastaff. Judy is a great resource and mentor for Intrastaff nurses. Judy can be contacted at jgore5@jhmi.edu or by phone at (410) 583-2950, ext. 9 for questions or inquiries on Health Stream, CPR, ACLS, PALS, Oncology competency classes, POE, Eclipsys, and other courses.



Going Green at Work

You hear it and see it everywhere you turn... everyone's "going green". At work there are several things you can do:

- If carpooling isn't an option, try using the Metro.

There's a stop inside The Johns Hopkins Hospital.

- When you're the last person to leave a room, make sure you turn off any lights.
- If you don't already have paper recycle bins, find out if/how you can have them put in or near the office.
- Instead of using disposable cups or bottles, start using a reusable beverage container for your morning coffee and/or water throughout the day.
- Print only documents that you must have hard copies of, when possible.



Work Habit Spring Cleaning

It's Springtime—a time to clean out clutter. Who says that clutter just has to be in the closet or desk drawer? Everyone has at least one habit that may be annoying to fellow co-workers, or could even be harmful to your career path. Below are some "bad habits" that you may be guilty of. If so, it's time to clean them out...

1. Dressing Unprofessionally—professional dressing doesn't mean dull or uninteresting dressing but it doesn't mean you should dress like you're going to a club either. If you're unsure of what's considered acceptable in your work environment, please contact your Staffing Coordinator or take notice of your supervisor's attire for ideas. Don't make the mistake of relying on your co-workers because they may not be dressed as professionally as they should be either.
2. Not being punctual—Your work hours were made for a reason. Your lateness or absences affect others around you. People rely on your presence to get the job done. If you are late or absent, it can create unnecessary anxiety and extra work, which they won't easily forget.
3. Checking your personal e-mails, playing games, shopping—these are things that need to be done at times other than while you're at work. Please remember that you are in your assignment because a department/unit is short-staffed and needs your help.
4. Gossiping—keep gossiping and relaying of overheard information out of the workplace. If not, eventually someone's feelings or reputation could be hurt... and they could be your own.
5. Being negative—while it's natural to grumble about work every once in a while, if you do it often enough people will not only get annoyed, they'll wonder why you're there in the first place. Keep in mind that work sometimes may not be fun, but keep the complaints to a minimum and when it really matters so you'll be taken seriously.
6. Burning bridges—even though there may be times when you wish you could say exactly what you feel at a moment, restrain yourself. Someone who's your co-worker now may end up being your supervisor one future day. Leaving an assignment in good standing ensures your eligibility for rehire down the road.

RN Education—Upcoming Events

Trauma Class—1 day class offered 5/1/08

Combined ACLS/BLS Classes for Summer-Fall
April 12 and 13, 2008 (NCCU) 8am—5pm
May 17 and 18, 2008 8am—5pm (6 people only)
May 31 and June 1, 2008 8am—5pm (6 people only)
July 2 and 9, 2008 4-10pm
August 6 and 7, 2008 4-10pm
September 25 and 26, 2008 8am—5pm

BLS Classes for Summer-Fall
July 24, 2008 9am—1pm or 1:30pm—5:30pm
July 29, 2008 9am—1pm or 1:30pm—5:30pm
August 20, 2008 9am—1pm or 1:30pm—5:30pm
August 28, 2008 9am—1pm or 1:30pm—5:30pm
September 11, 2008 9am—1pm or 1:30pm—5:30pm
September 18, 2008 9am—1pm or 1:30pm—5:30pm
BLS Classes are held at 98 N. Broadway, 4th floor, Room 407. Max class size—24.

To register for the Combined ACLS/BLS or the BLS Classes above, please call the Intrastaff Office at (410) 583-2950.

Trauma Care Conference 2008

Sunday, June 8, 2008 at the Baltimore Marriott Waterfront Hotel, a “Trends in Comprehensive Care & Management” conference will be held. The Keynote speaker will be David V. Feliciano, M.D. Professor of Surgery at Emory University School of Medicine in Atlanta, Georgia. This course is designed for physicians, fellows, residents, mid-level providers, nurses, pre-hospital providers, and other health care professionals practicing in trauma, critical care, emergency care and acute care settings.



For more information, please contact Judy Gore at (410) 583-2950, ext. 9. Judy has the conference brochure and registration forms. Registration is \$150 for physicians and \$95 for non-physicians. Deadline to register is June 1, 2008. Please don't miss it!

Stay tuned for information about “Competency Day of Training” at Intrastaff.



Reminders to all staff members:

- The Joint Commission can come in at any time and audit an employee's record. Make sure you have your necessary license(s), certifications, annual updates, TB screen, and any other compliance items current.
- Use sunscreen everyday, whether it's sunny or overcast.
- Keep your contact information current with Intrastaff: your phone number, mailing address, and email address. Stay in touch!

INTRASTAFF

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WWW.HOPKINSMEDICINE.ORG/
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The Joint Commission contact
information:

www.jointcommission.org
630-792-5000

Kudos Corner

Eric Holmes, an Intrastaff Administrative employee, was recently commended for his patience, his demeanor, and his professionalism during an interaction with a difficult patient encounter. Great job Eric!

Clara Jacobs and **Delmin Blagrove**, both Intrastaff CNA's, were praised for their competent and valuable care of a patient's family member. Both Clara and Delmin "related very well" to the patient, were attentive and had a positive impact on this patient's condition. Thank you both Clara and Delmin for doing such an outstanding job for your patient and for being such great representatives of Intrastaff.

Congratulations to **Tamara Matthews**, an Intrastaff Nurse, on the recent birth of her baby girl! Both Mother and Baby are doing well.

