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www.hopkinsmedicine.  
org/Intrastaff](http://www.hopkinsmedicine.org/Intrastaff)

# S.O.A.P. NOTES

Volume 43

Spring, 2009

## CPR Dates for Nurses, Clin Techs, and CNAs

9:00am-1:00pm

4/17

4/29

5/5

5/28

6/9

7/8

7/22

8/5

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

## ClinDoc and POE

JHH is implementing a new computer charting system, called ClinDoc, which will replace paper charting and Eclipsys. **All clinical employees will be affected.**

The departments of Neurology and Psychiatry are planning to roll out this Summer followed by Medicine, Surgery, Pediatrics and Oncology. Classes are scheduled to begin late April. All employees working in these departments must attend one of these classes to continue work after rollout. Nurses will take a 4 hour class, CNA's 2 hours. All weekend option CNA's are encouraged to sign up asap. Please call Maria Shears, JHMCIS, at 410-614-0958 to inquire about dates and times and to sign up for a class. Please inform your staffing coordinator about the scheduled date.



Everyone without computer knowledge is encouraged to learn basic computer skills before then.

Please call Judy Gore at 410-583-2950, ext. 9 for more information.

## Oncology Competencies

04/24/09 08:30-10:30am

06/26/09 08:30-10:30am

07/20/09 08:30-12:30pm

All classes start promptly at 8:30am—12:30 pm (unless otherwise noted) and are limited to 8 nurses only. All Oncology nurses are required to attend this yearly competency.

Location: 3rd floor  
Weinberg Building, room  
3404 (behind the waiting  
lounge). Classes include a  
review of VAD, chest tube  
placement, AED, EKG  
interpretation, Pumps  
(PCA/Omni/Alaris),  
restraints, and validation of  
skills for chemo certified  
nurses. Please call Judy  
Gore for registration or  
more details.

## NEXT SKILLS CLASSES/RESTRAINTS AND POINT-OF-CARE TESTING

The next scheduled Skills Classes will be held **4/14/09, 6/16/09 and 7/21/09** in the Foxleigh Building, Conference Room 355 at Green Spring Station. Classes will be held between 7:00am—7:00pm and no advanced registration is necessary. Please allow for 1-2 hours to complete the training. This annual training is mandatory for all employees with patient contact (Peds and outpatient departments excluded) and needs to be completed asap.

Subjects covered: Restraints (hands-on party only), POCT, and introduction to HealthStream for CNA's, ClinA's and Allied Health.

## Annual Updates 2009

Annual Updates for clinical positions are available on Healthstream at [www.healthstream.com/hlc/johnshopkins](http://www.healthstream.com/hlc/johnshopkins). For clerical and administrative positions, annual updates are available on the Intrastaff website at [www.hopkinsmedicine.org/intrastaff/employees](http://www.hopkinsmedicine.org/intrastaff/employees). Please complete your assigned course no later than the deadline of April 15, 2009. Ongoing educational updates are requirements for continued employment for all positions. Intrastaff routinely communicates this information to you, as required under the Joint Commission standards. All updates must be completed and returned within the established deadline in order to maintain eligibility to work through Intrastaff.

If you are unsure if your information is current, please contact your Staffing Coordinator at (410) 583-2950 or at [IntrastaffStaffing@jhmi.edu](mailto:IntrastaffStaffing@jhmi.edu).

## New Time Sheet Drop Box and Location

For your convenience, a new timesheet drop off box has been added at JHH in the Nelson/Harvey and Meyer Building hallway, just beyond the double fire doors along the glass wall.

In addition, the existing drop box in the Johns Hopkins Outpatient Center (by staff elevators, behind black doors going into back hall) has been replaced by a larger box on the floor. Both drop boxes are labeled INTRASTAFF on top, similar to the other boxes. The other existing two drop box locations will not change. The deadline for timesheet submission remains the same as well, no later than Mondays by 8:30 AM.

We hope these new boxes will better serve your needs. Thank you for your cooperation in this matter.

## Security Alert

Corporate Security would like to advise Hopkins staff of increasing incidents of thefts-from-auto occurring off campus, especially in the 400 to 600 blocks of North Castle Street. These types of thefts are increasing throughout many areas of the city.

We encourage all employees to park in one of the campus garages or at one of the JHMI satellite parking lots. In addition, employees can use their I.D. badges to swipe into a campus garage and park for free between the hours of 4 p.m. and 8:30 a.m. Monday through Friday, and all day on Saturday, Sunday and holidays recognized by The Johns Hopkins Hospital. (For more information about JHMI Parking, please visit [www.hopkinsmedicine.org/security/Parking/pkgindex.htm](http://www.hopkinsmedicine.org/security/Parking/pkgindex.htm)).

If you must park on the street, make sure that any valuables in your vehicle are out of sight. Place them in the trunk or in the glove compartment. If you have a GPS system with a suction cup, please be aware that the suction cup often leaves a mark on the windshield when removed, and thieves notice this.

For more tips on crime prevention, please visit our Web site at [www.hopkinsmedicine.org/security/CS/crimeprev.htm](http://www.hopkinsmedicine.org/security/CS/crimeprev.htm).

## HPO- Hopkins Policies Online

On January 5, 2009, JHH launched Hopkins Policies Online (HPO), which offers:

- One stop online “shopping” for JHH policies and procedures
- Superior search engine
- Ability to search within a departmental manual
- New online nursing procedure manual, “Mosby Nursing Skills”
- Quick procedural fact sheets, detailed procedural information, equipment lists and video demonstrations available
- Based on prominent references: Perry and Potter Clinical Skills, Proehl Emergency Nursing Procedures, AACN Procedure Manual for Critical Care (Adult and Pediatric), Wong’s Nursing Care of Infants and Children

As of January 5th, you will automatically be redirected to the new HPO site when you click on the current Protocols & Procedures page of the Nursing intranet.

Hopkins Policies Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://insidehopkinsmedicine.org/hpo/

Inside Hopkins

Hopkins Policies Online MOSBY'S NURSING SKILLS

Search

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

A

- [\(PSY001\) Abandonment](#)
- [\(RAD500\) Abdominal and Thoracic Biopsies, Nursing Management of Pre and Post Procedure Radiologic Guided Percutaneous](#)
- [\(PME003\) Access to Review by or Release of Copied Medical Records \(Designated Record Set\) to Non-Hospitalized, Patients, Patient Representatives, and Third Parties](#)
- [\(CIRU001\) Accessibility of Persons With Disabilities](#)
- [\(ECMO841\) Accidental Decannulation](#)
- [\(GEN380\) Acquisition of Speciality Beds/Mattresses](#)
- [\(IFS943\) ACTH Stimulation Test \(High Dose ACTH \), Procedure for performing](#)
- [\(IFS945\) ACTH Stimulation Test \(Low Dose ACTH \), Procedure for performing](#)
- [\(ECMO816\) Activated Clotting Time \(ACT\) and Heparin Management \(ECMO\)](#)
- [\(CIM002\) Acupuncture](#)
- [\(CCIP001\) Acute lung injury/acute respiratory distress syndrome \(ali/ards\), management of the Oncology adult ventilator patient with...](#)
- [\(MGT002\) Administrative Policy Development](#)
- [\(PSY002\) Admission Criteria Target Population Day Hospital](#)

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**Manuals**

- [Nursing Skills: Mosby's Procedure Manual](#)
- [Children's Center Pediatric Policies, Procedures and Protocols](#)
- [Corporate and Administrative Policy Manual](#)
- [Documentation Manual](#)
- [Health, Safety and Environment Manuals](#)
- [Interdisciplinary Clinical Practice Manual](#)
- [Medical Nursing Operations Manual](#)
- [Medical Nursing Standards of Care Manual](#)
- [Neuroscience Nursing Practice and Organization Manual Vol. II Clinical Practice](#)
- [Nursing Practice and Organization Manual](#)

## MEMORANDUM

**TO:** Intrastaff Employees

**FROM:** Kimberly Hartley  
Operations Manager

**DATE:** April 1, 2009

**SUBJECT:** NEW FEDERAL TAX WITHHOLDING TABLES FOR PAYROLL

As you may have heard, the American Recovery and Reinvestment Act of 2009 was recently signed into law. This law includes new federal tax withholding tables for payroll.

New withholding tables may reduce the amount of federal income tax withheld from your wages. The withholding change is automatic—you do not have to submit a new Form W-4 (Employee's Withholding Allowance Certificate) unless you do not want a reduction in your tax withheld. There is no change to state and local income taxes withheld from your wages.

There are some situations where you may not want your federal income tax withholding reduced. For example, if:

- You concurrently have more than one job, and your total income from all jobs places you in a higher tax bracket that may phase out or completely eliminate the credit
- You concurrently have more than one job and each of your employers are withholding the maximum credit resulting in an overpayment of the credit and you could owe taxes for 2009
- You are married and your income combined with your spouse's income places you in a higher tax bracket that may phase out or completely eliminate the credit
- You and your spouse claim "married" and each of your employers withhold the maximum credit for married couples resulting in an underpayment of taxes
- Or, you can be claimed as a dependent on someone else's income tax return.

If you do not want your federal income tax withholding reduced, you will want to file a new Form W-4 to claim fewer withholding allowances on line 5 and/or request an additional withholding amount on line 6. Form W-4 is available on the Web and the completed form can be faxed to Payroll at 410-847-3659 or placed in one of the JHH drop boxes. Tax withholding changes do not apply to non-U.S. citizens who are classified as nonresident aliens for tax purposes.

Additional information and help is available from the Internal Revenue Service at their Web site, [www.irs.gov](http://www.irs.gov).

- Click on "More Online Services," then click on "Withholding Calculator." This tool will help you determine the number of allowances and extra withholding to claim on Form W-4.
- Click on "Forms and Publications," then click on "Publication Number." Download and read Publication 919 (How Do I Adjust My Tax Withholding?).

You may also want to consult with your tax preparer/advisor/accountant.



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Email: intrastaff@jhmi.edu

**WE'RE ON THE WEB**  
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*The Joint Commission contact  
information:*  
*www.jointcommission.org*  
*630-792-5000*

## **Kudos Corner**

**Happy Nurses Week 2009**

**May 6-12**

**Intrastaff wishes everyone a Happy Nurses Week 2009!**

**Thanks for everything you do! We are proud to have you on our team.**

- **Shereese Collins** was recognized for her outstanding performance. Shereese did an outstanding job while being the only CA on the floor. She was “ahead of everything, helpful, magnificent”. Thanks to Shereese for a job well done!
- **Candace President** was complimented by a patient’s family and his nurse for her care, helpfulness, thoroughness and compassion. Thanks Candace for everything you do!
- **Cutrina Freeman-Williams**, secretary, received a Shining Star Award for showing empathy and kindness to someone in the cafeteria she didn’t even know.
- **Kimberly Van Alstine** got accepted in the CRNA program at VCU starting this Fall. Congratulations and Good Luck!
- **Anneliese Cowie** just had a baby boy named Atticus John Hunter, on Wednesday, March 11. Congratulations to her and the family!



**Have a  
nice  
Spring!**