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

# S.O.A.P. NOTES

Volume 41

Fall, 2008

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

9:00am-1:00pm

10/2

10/15

10/21

11/5

11/17

11/24

12/8

12/18

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

**Clin A Competency  
Classes** have started.  
Contact Mary or Judy if  
interested.

## Oncology Competencies

October 17  
November 21

All classes start promptly at  
8:30am—12:30 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.

## Open Enrollment for Benefits

Information will be coming in the mail within the next few weeks regarding the 2009 Intrastaff Medical Benefits Package including premium rates. If you wish to elect coverage, you will need to complete the application and return it to the Intrastaff Office **prior** to the noted deadline. Please ensure your contact information is current in order to receive this important information timely.

## Intrastaff benefits available to employees are as follows:

### EHP Medical, Dental, Prescription, and Vision

- All employees who average 36 hours worked per week are eligible to elect coverage. This hourly requirement is validated regularly and all non-compliant employees' coverage will be cancelled.
- 50% of the **employee's** premium portion is subsidized by Intrastaff. Premiums are deducted pre-tax so it lowers your taxable income.
- Once enrolled, coverage cannot be cancelled until next open enrollment period (unless special circumstances exist or hourly requirement is not being met). You can contact the Office for more information regarding "special circumstances."

### 401K Tax Deferred Plan

- All employees are eligible to participate.
- No hourly requirement necessary.
- Amount deducted is calculated pre-tax so it lowers your taxable income.

### Short-Term and Long-Term Disability Insurance

- All employees who work at least 24 hours per week are eligible to elect coverage. This hourly requirement is validated regularly and all non-compliant employees' coverage will be cancelled.
- Short-term AND / OR Long-Term Disability coverage can be elected. You can choose one or the other or both.

## Free Flu Shots!

On October 29 and 30, 2008, **free** flu shots will be offered by Intrastaff to JHMI employees. Shots will be given at Green Spring Station, Foxleigh Building in Conference Room #355 anytime between 7:30am—4:00pm. All JHMI employees are eligible to receive a flu shot. A JHMI ID Badge must be shown for proof of eligibility. Family members of JHMI employees are not eligible. Please protect yourself from the flu this season and get vaccinated! Thank you.



## Critical Hour Limits for Clinical Positions

For patient as well as employee safety, Intrastaff has set forth the following standards for consecutive hours worked (critical hour limits) for all clinical positions:

- No more than 80 hours within any 7 day period
- No more than 16 hours per day
- No more than 40 hours over three (3) consecutive days

Note: Work hour limits are at the discretion of Intrastaff. Individuals who have attendance or performance issues may have different limits imposed by Intrastaff. Limits may also be more restrictive than the above guidelines.

## Patients in Custody Fast Facts

There have been several changes to the Care of Patient in Custody Policy at JHMI. Some of the major changes are listed below. For the complete policy, see <http://www.insidehopkinsmedicine.org/icpm/PAT010-custody.pdf>. You must be logged into the Hopkins' network to view the [www.insidehopkinsmedicine.org](http://www.insidehopkinsmedicine.org) website information.

- The patient in custody may not be admitted from the AED, PED, JHOC, moved to another unit, taken for testing or discharged without a JHMI Security Officer providing escort. If a patient in custody arrives on the unit without a Security escort, please call 410-955-5585 immediately and request a security supervisor to respond to the unit.
- **The patient in custody may not:**
  - **Be released for bathroom use.** A urinal and/or bedpan will be provided and the prisoner is required to use these items while remaining shackled to a stationary object. Prisoners must remain in full view of the officers at all times.
  - **Use a telephone** unless specific permission has been approved and received in writing by the warden of his/her correctional facility.
  - **Have visitors** unless specific permission has been approved and received in writing by the warden of his/her correctional facility and approved by the attending physician. Notify Security at 410-955-5585 if staff or outside visitors attempt to visit the patient in custody.
  - **Use utensils** for meals. Only finger foods are allowed.
- Intrastaff staff members must adhere to Intrastaff's policies and procedures in regards to sleeping on duty, personal calls, receiving visitors, and rude or discourteous behavior.
- Do not disclose the location or time of any testing or surgery that results in a patient custody having to leave the unit.

## RN Education—Upcoming Events

Trauma Orientation—December 4 and 5, 2008

Continuous Education held at Bayview —October 21, 2008 and November 18, 2008

Combined ACLS/BLS Classes for Fall
October 23 and 28, 2008 4pm-10pm
November 13 and 20, 2008 4pm-10pm
December 10 and 16, 2008 4pm-10pm

*For discounted rates and to register for the Combined ACLS/BLS or the BLS Classes above, please call the Intrastaff Office at (410) 583-2950.*

### **Open House Restraint/POCT Marathon** **October 13, 2008 from 7:00am—7:00pm**

Everyone is welcome and employees with October birthdays are strongly encouraged. Annual restraint/POCT Training is a Joint Commission requirement. Please plan on 1-2 hours to complete the training. No registration is necessary; walk-in basis.

## Intrastaff Website—Employees Only Section

Please be advised that the “Orientation Manual and Employee Handbook” is continually revised to reflect new and/or changed policies and procedures. This handbook has been put on the Intrastaff website for you to reference. As an Intrastaff employee, it is your responsibility to be aware of new and/or changed policies and procedures that pertain to your employment.

Below is the link to the employee section on the Intrastaff website which contains the employee handbook and other valuable information, such as the S.O.A.P. Notes newsletters, payroll tax forms, Annual Updates, etc.:

<http://www.hopkinsmedicine.org/intrastaff/Employees/>

Please visit the website frequently for updated information. We hope you find this information helpful.



JOHNS HOPKINS  
MEDICINE

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WE'RE ON THE WEB

HTTP://

WWW.HOPKINSMEDICINE.ORG/  
INTRASTAFF

*The Joint Commission contact  
information:*

*www.jointcommission.org  
630-792-5000*

## Kudos Corner

- **Julia Harris**, an Intrastaff CNA, was praised by a JHH Nurse Manager for her kindness to patients, her thoughtfulness and pleasant demeanor. “She never sits, she is always doing something for the patient” and is “a terrific worker!” Thank you Julia! Great job.
- **Simon Freyou**, an Intrastaff Nurse, has been admitted for the Fall semester into the Doctor of Nursing Practice Program. Congratulations Simon! That’s an amazing achievement!
- **Howard Koontz**, another Intrastaff Nurse, saved a patient’s life by doing the Heimlich Maneuver. Howard’s quick thinking, he saved a life and in turn was given a WOW service card by the department. Well done Howard!
- **Vivienne Burris**, an Intrastaff CNA, graciously volunteered to assist with a difficult patient while already caring for another. The nurse on the unit was very appreciative of Vivienne’s volunteering to help and go the extra mile. Thank you Vivienne for doing such a good job.
- **Amy Fenner** and **Lisa Henigan** have both just expanded their families and had babies earlier this month. Congratulations to both Amy and Lisa!
- Congratulations to **Roberto Calip**, Intrastaff CNA, who recently passed his LPN Exam!
- **Rebecca Wilkins**, an Intrastaff RN, recently received great commendation from a Hopkins’ department for being a “wonderful, sharp, and terrific person. In no time, [she] has become schooled in the process and has been a tremendous asset to the department.” Great job!



Daylight Savings Time ends on Sunday, November 2. Please remember to turn your clocks back.