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# S.O.A.P. NOTES

**Volume 39**

**February, 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 Dedeon  
Andrada at (410) 583-2950 ext.  
1-1 to register.

## **Confidentiality is Crucial**

Intrastaff is committed to the privacy of patient and employee information. While employed with Intrastaff, you will have access to confidential information regarding patients, employees, applicants, or JHMI business. This information is confidential and should only be released to authorized personnel. You signed a confidentiality statement completed HIPAA training during new hire orientation that advised you of Intrastaff's expectations regarding confidentiality. For your review, below are some confidentiality Dos and Don'ts:

### **Confidentiality Dos**

- **Do** access only the information required to perform your job duties.
- **Do** treat all patient and employee information with the utmost concern for confidentiality and privacy.
- **Do** dispose of confidential information according to departmental procedure (i.e. place in the shredder bins or shred it yourself).
- **Do** be careful about sending patient or employee information in E-mails. They are unsecure.

### **Confidentiality Don'ts**

- **Don't** share patient or employee information with those who do not have a need to know, including your peers.
- **Don't** leave unattended patient or employee information on your computer screen or desk.
- **Don't** open sealed, confidential envelopes that are not intended for you.
- **Don't** throw patient or employee information in the trash.
- **Don't** tell friends or relatives about patient or employee or other JHMI information.
- **Don't** use social security numbers in E-mails or documents, unless absolutely necessary.
- **Don't** discuss patient or employee information in public areas, including at the front desk, on cell phones or in elevators.
- **Don't** access health or personal information of co-workers, other employees or other patients.
- **Don't** give out patient or employee information without explicit approval from the patient or employee.

Breaches of confidentiality and/or violation of HIPAA laws are a major violation and will result in immediate termination, ineligibility for rehire, and will be reported to the Maryland Board of Nursing.

***If you have any questions or concerns about confidentiality or the HIPAA laws, please contact the Intrastaff Office. Thank you.***

## **Oncology Competencies**

February 27

March 24

April 25

May 23

June 26

July 21

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 Dedeon Andrada for registration or more details.

# Intrastaff Employee Holiday Reception

Intrastaff's holiday reception for employees was held on Wednesday, December 19, 2007 from 5:00-7:00pm at the Mt. Washington Conference Center. Below are some photos from the evening. A good time was enjoyed by all.



# PALS Provider and Renewal Schedule

Date of Class	Weekday	Provider or Renewal	Facility
March 8-9	Saturday/Sunday	Provider	Mt. Washington Pediatric Hospital
April 12-13	Saturday/Sunday	Provider	Good Samaritan Hospital
May 24	Saturday	Renewal	The Johns Hopkins Hospital
June 7-8	Saturday/Sunday	Provider	St. Joseph's Medical Center
July 10-11	Thursday/Friday	Provider	The Johns Hopkins Hospital
August 11	Monday	Renewal	Harbor Hospital
September 6-7	Saturday/Sunday	Provider	St. Agnes Hospital
October 18-19	Saturday/Sunday	Provider	Mercy Medical Center
November 18	Tuesday	Renewal	The Johns Hopkins Hospital
December 13-14	Saturday/Sunday	Provider	Franklin Square Hospital

### PALS COURSES/FEEES

PALS Provider—18 hours (2 days) for \$225 for all providers; \$175 for students (requires ID); 7:30—5:00 and 7:30—4:00

PALS Renewal—9 hours (1 day) for \$175; 7:30—5:00

PALS Instructor—9 hours (1 day) for \$250; 7:30—5:00

Please make checks payable to:

#### HOPE

c/o The Johns Hopkins Children's Center  
**Attention: Rose Stinebert, Program Administrator**  
**600 N. Wolfe Street**  
**HOPE Office, Brady 403**  
**Baltimore, MD 21287-3716**

**Eclipsys Training for Nurses**

Now offered at the Intrastaff office! Please call Dedeem Andrada to schedule an appointment. (410) 583-2950

### POE Classes for Nurses

General orientation for POE classes are held **every** Tuesday from 8:00 am—2:00 pm for February and March. This class is for all new hires and each RN staff member needs to register to attend. The contact person is Maria Shears and her phone number is 410-614-0958.

**Don't forget to change your clocks on March 9!**



**INTRASTAFF**

A subsidiary of  
Johns Hopkins Health System

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*The Joint Commission contact  
information:*

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

## Kudos Corner

**Karen Daniels**, an Intrastaff nurse, obtained her Masters of Science degree from the University of Maryland School of Nursing in December. Karen plans to sit for the board exam in February, 2008. Good luck Karen!

**Lisa Pfeiffer**, an administrative employee, gave birth to a baby boy in late December. Congratulations to Lisa and her growing family.

**Susan Brittain**, an Intrastaff nurse, recently received kudos for her fast response and immediate intervention of a patient while working in CVIL. Susan's patient was very lucky to have her on their team! Great job Susan!

Congratulations to **Dedeena Andrada** who has accepted the Intrastaff Nursing Career Specialist position and to **Mary Li** who has been promoted to the Intrastaff Allied Health Coordinator position. Dedeena has been the Intrastaff Nurse Educator since July, 2007 and has now transitioned into Nurse Recruiting for Intrastaff. Mary has been with Intrastaff for 7 years and will be responsible for recruiting and staffing of Allied Health professionals within the Johns Hopkins Health System and affiliates. Please join us by congratulating both Dedeena and Mary.

Please also welcome **Suzanne Smallwood-Massey** as the Intrastaff Administrative Coordinator and **Dana Mazzella** as the CNA Staffing Coordinator. Suzanne assists in the recruiting process as well as personnel file compliance and Dana handles all Certified Nursing Assistant staffing. Please welcome Suzanne and Dana to Intrastaff.

We wish the very best for both **Ronald Barr** and **Kristin Merritt**. They are both leaving Intrastaff to pursue other opportunities out of the Baltimore area. They have been wonderful members of the administration at Intrastaff for years and they will be missed.

Thank you!

