

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

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

9:00am-1:00pm

2/27

3/3

3/30

4/17

4/29

5/5

5/28

6/9

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

**Oncology Competencies**

2/13 (7:30-10:30am)

3/20

4/25

6/26

All classes start promptly at  
8:30am—12:30 pm (unless  
otherwise noted) 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.

# S.O.A.P. NOTES

Volume 42

Winter, 2009

## ARE YOU EXEMPT FROM FEDERAL OR STATE PAYROLL TAXES?

If prior to January 1, 2009 you completed your W4 (federal withholding form) and/or your MW507 (state withholding form) and elected that you were EXEMPT from federal and/or state taxes, you must complete a new form for each year. If your status has not changed and you wish to continue electing EXEMPT, you must complete and return to Intrastaff the new forms for 2009 no later than **February 19th** otherwise we must change your exemptions to single claiming zero allowances. This requirement comes from the Internal Revenue Service and Intrastaff must comply. Please either visit the Intrastaff website and/or the IRS or State of Maryland websites to print the new tax withholding forms. Thank you.



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

The next scheduled Skills Classes will be held **2/23/09** and **3/23/09** 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 and needs to be completed no later than March. Subjects covered: Restraints, hands-on party only, POCT, and introduction to HealthStream.

Please note that The Johns Hopkins Hospital is implementing computer charting this year called ClinDoc. Everyone without computer knowledge is encouraged to learn basic computer skills before then. ClinDoc specific classes will be offered through the Hospital. Those classes will not cover basic computer skills.

## JHMI ID BADGES EXPIRE ON MARCH 31, 2009

Please be sure to visit the ID Badge Office in Nelson/Harvey Bldg, Room 108 during normal business hours to renew your ID Badge. Please bring 2 photo ID's with you. Thank you.

# Annual Updates 2009

Annual Updates for clinical positions are available on Healthstream at [www.cmecourses.com/johnshopkins](http://www.cmecourses.com/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).

## Intrastaff Holiday Party

As you can see from the photos, everyone enjoyed themselves at the holiday party. It was held at the Mt. Washington Conference Center. Many employees took advantage of the photographer and karaoke DJ! It was a great time. It was a great way to celebrate the holidays.







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

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

**WE'RE ON THE WEB**  
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**INTRASTAFF**

*The Joint Commission contact  
information:*  
*[www.jointcommission.org](http://www.jointcommission.org)*  
*630-792-5000*

## Kudos Corner

- **Eric Holmes**, an Intrastaff administrative employee, has been selected to appear in a television commercial for one of the Johns Hopkins' institutions. We can't wait to see you Eric!
- **Lashonda Mills**, a CNA, was recently commended for doing a great job of providing safe, patient-centered care to a busy patient. Great job Lashonda, thank you.
- **Larae Betrand**, an Intrastaff CNA, received a compliment from a patient's nurse saying that "Larae was an exceptional help!" Thank you Larae!
- **Renee Cassell, Donurique Ennels, Hermanisha Neptune-Bamby, and Patricia Hines**, all CNA's, were praised for taking ownership of their work environment, for doing "a wonderful job" during staffing shortages and strengthening the link between their area and the Hospital. Their dedication to their jobs is very much appreciated! Great work everyone!!!
- **Ranise Perkins**, an Intrastaff CNA was commended for her extraordinary professionalism, compassion for her patients, and eagerness to provide comprehensive and loving care. "She has been a joy to work with." Well done!
- **Angela Mann**, a CNA, was complimented for her eagerness to help, her politeness, and ability to go "above and beyond the call of duty." "It is a pleasure to work with her!" Thank you Angela.
- **Michelle Dargan**, an Intrastaff CNA, was also praised for her outstanding work on a Hopkins unit. "Her attitude and professionalism is wonderful. She interacts great with the patients and is always so helpful to the nursing staff." Thank you Michelle.
- A patient's family member commented on how "respectful, courteous, and professional" **Lekeisha Mills**, CNA, was while caring for their family member. They added that "I know that Lekeisha could handle any situation and comfort those that need it." Great job Lekeisha, thank you.



Happy  
Valentine's  
Day