

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

08/05

08/24

09/03

09/25

10/07

10/23

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

**Oncology Competencies**

**08/17 8:30-12:30p**

**09/25 8a-12p**

**10/16 8:30-12:30p**

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.

# S.O.A.P. NOTES

**Volume 44**

**Summer, 2009**



## How can I stay active with Intrastaff?

In order to remain compliant with regulatory and contract requirements, Intrastaff wishes to inform all employees of the

In-Active procedures for employees. For employees to remain active with Intrastaff and eligible to work shifts, employees must work **at least one shift every 3 months**. If an employee does not work at least once every 3 months, they must recomplete the health screening process prior to starting another assignment or booking a shift.

If any employee has been inactive for a **period of 6 months or more but less than 1 year**, the employee must schedule an appointment with an Intrastaff Staffing Coordinator or Recruiter and complete: 1) health screening process, 2) background check, 3) a review of all other regulatory compliance information to ensure file is up to date.

For employees who remain inactive for a **period of 1 year**, the employee's file will be closed and if they wish to work again through Intrastaff, the employee must complete the entire employment process. We hope this information is helpful to you. Should you need clarification, please contact your Staffing Coordinator. Thank you!

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

The next scheduled Skills Classes will be held **08/18 and 09/22** 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.

# Clinical Associates Competency Assessment

Clinical Associates Competency Assessment is currently on hold until further notice.

## Bayview and JHH POCT

Intrastaff recently implemented the Bayview Glucometer competency training. Anyone signed off to perform Glucose testing at JHBMC please remember to be re-trained biannually for the first year, then annually thereafter. You may ask a superuser on the unit you are working on to sign you off or call Judy Gore, ext 9 to make an appointment. If you fail to get signed off you will be locked out of the system until training occurred.

Also, please remember to perform a biannually QC on the JHH Glucometers. This needs to be done to stay active in the JHH Glucometer POCT system. You may perform a QC on the unit you are working on or come to the Intrastaff office during skills days.

## Time Sheet Info

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.

Please note that you must put your time sheets in one of the drop boxes if you work on the JHH campus. Faxing your time sheet is only acceptable if you work off campus or under extreme circumstances. Please refer to the policy for more details.

It is **your** responsibility to ensure your time sheet is correctly/accurately filled out and received by Monday @ 8:30 am. The number of time sheets that are not filled out properly are growing on a weekly basis and we are unable to process these time sheets.

### **What am I missing?**

- 1- Name (hand written & signature)
- 2- correct date on each time sheet
- 3- supervisors signature for each day worked
- 4 - correct time for each day worked
- 5- department unit and name
- 6 -checked job title, e.g. RN, CNA, Pt. Comp.
- 7 - CNA's: Did you check the staff I:I box?

**PLEASE KEEP A COPY OF YOUR TIME SHEET FOR YOUR RECORDS EACH WEEK.**

Thank you for your attention to this matter, if you have any questions please feel free to contact Beth Pennepacker @ 410-583-2950 x5 or by email [epennep1@jhmi.edu](mailto:epennep1@jhmi.edu)

## ClinDoc implementation

The departments of Neurology and Psychiatry will go live with ClinDoc in October 2009. All RN's/LPN's working in these departments will need to schedule a central class as well as a departmental class and complete it before the roll out. CNA's/CA's will need to attend a central class. RN's/LPN's will attend a 8 hour class, CNA's a 2 hour class. All CNA's and CA's need to take the class. Please call the JHMCIS department to schedule your class at 410-614-0958. Class space is limited. Please plan accordingly. Please inform your staffing coordinator of your scheduled date.

This class does not cover basic computer skills. If you are unfamiliar with the use of computers, please make every effort to gain this experience before attending the class.

## Glucometer testing by CNA's

It is with regret that we have to announce that CNA's are no longer allowed to perform fingersticks at JHH. Any CNA not signed off as a Clinical Associate should not perform any blood glucose testing at The Johns Hopkins Hospital. Please call Judy Gore, ext. 9 with questions.

## Policies & Procedures now online

For your convenience Intrastaff has added some of its Policies and Procedures to the Intrastaff website. Below is a link to the Intrastaff Employees Section of our website. Please familiarize yourself with our Policies and Procedures and check the website regularly for up-to-date information.

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

## Intrastaff Family Picnic

Intrastaff would like to invite you and your family to a Picnic at Oregon Ridge Park on Saturday, October 24th, from 11am - 3pm. Please join us for drinks, good food and family fun!

Please RSVP by September 15th. Please note that there will be a \$2/person fee for families greater than 4.



2330 W. Joppa Road  
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Lutherville, MD 21093

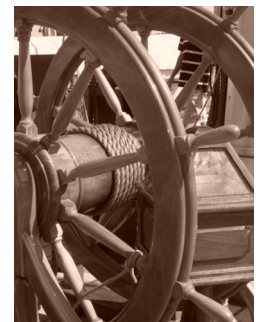
Phone: 410-583-2950 or toll-free 1-800-937-1323  
Fax: 410-847-3659  
Email: intrastaff@jhmi.edu

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*The Joint Commission contact  
information:*  
*www.jointcommission.org*  
*630-792-5000*

## **Kudos Corner**

- **Maisha Stewart** received a Shining Star Award from Meyer 6 for her compassion, engagement and accountability while taking care of her patients. Thanks Maisha for everything you do!
- **Tatyana Stadnik** was commended for her good work on Meyer 8. Thanks a lot for a job well done!
- **Danette Hopewell** received a *Thank You* from the WICU for her outstanding care while taking care of her patient. Good job Danette!
- Congratulations to **Sherria Dandridge** and **Yesenia Figueroa** on getting married. All the best from the entire IntraStaff Team!
- Congratulations to **Sue Galusha** and her family on the arrival of her twin girls Hannah Grace and Shannon Lisa.
- Congratulations to **Ja'Quel Moore** and her family on their new baby girl Kay'Den.



**Have a  
nice  
Summer**