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# S.O.A.P. NOTES

Volume 45

Fall, 2009

## ClinDoc Classes for CNA's and Clin A's

11/16  
12/21  
1/18  
2/15  
3/15  
4/19  
5/17  
6/21  
7/19

Please call 410-614-0958 to register for a class and for additional information.

## Major HIPAA Changes!

When the Health Information Technology for Economic and Clinical Health (HITECH) Act was signed into law in February, 2009, new laws with far-reaching requirements went into effect. New criminal and civil penalties, which affect all of Johns Hopkins Medicine, health plans and health care providers, as well as staff members, may come into effect. The following are important to note:

- Any workforce member who misuses protected health information (PHI) may be subject to criminal penalties, which can include jail time of up to 10 years.
- Civil monetary penalties have significantly increased, with a maximum penalty of \$1.5 million during a calendar year for each of the four types of violations.
- States attorneys general can bring legal actions against covered entities to collect damages and attorneys' fees on behalf of individuals adversely affected by HIPAA violations.

To keep patients, yourself, health plan members, workforce members and the institution safe, regular updates about the new law, as well as the procedures practices and standards that Johns Hopkins departments must follow to be compliant will be sent in the near future. New training materials will also be required as soon as they are complete. In the meantime if you have a question, please contact the Johns Hopkins Privacy Officer at 410-735-6509 or email [HIPAA@jhmi.edu](mailto:HIPAA@jhmi.edu). Please check your mail and email for more information from Intrastaff on this ever-changing subject. It's critical to stay informed about compliance.

## Oncology Competencies

11/20 8:00am -12:00p  
12/18 8a-12p

All classes start promptly 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 the Intrastaff Office to register.

## NEXT POINT-OF-CARE TESTING

The dates for the upcoming Point of Care Testing for Intrastaff are as follows:

October	November	December
10/10 8a-12p	11/10 7a-4p	12/8 7a-4p
10/20 7a-4p	11/24 7a-4p	
10/24 8a-12p		

All testing sessions will be held in the Foxleigh Building, Conference Room 355 at Green Spring Station. **Registration is required.** 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.



## Why might I not get paid???

An independent review of Intrastaff employee timesheets was recently conducted and the following issues were found:

- Timesheets were not always completely filled out—missing printed name and/or employee signature, lunch Yes or No not circled, incorrect dates used, ID badge number, last 4 digits of SSN, printed supervisor's name, patient's name, etc.
- Employees working on JHH campus not using designated drop boxes; using fax instead, which is a violation of Intrastaff policy. 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.

Please note that 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. **Intrastaff has been instructed that we can no longer make exceptions or pay any timesheet that has missing information, therefore you need to review your timesheet for accuracy and completeness prior to submitting it for payment.**

**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).



## Broadcast Messaging Service

As many of you already know, Intrastaff has begun using a broadcasting messaging service for communicating important information to everyone by phone and email. Because it is the fastest way to get information out to you, we will continue to utilize this service. Please be sure to keep your phone number and email address current with Intrastaff so that you will be included in all communications. Thank you.

## Christmas and New Years Holidays Timesheet Deadlines

Both the Christmas and New Year holidays fall on Fridays this year so the payroll submission deadlines will be changed those weeks in order to get Intrastaff employees paid a day early... on Thursday instead of the usual Friday.



**Please be sure to submit your timesheets for those weeks after your last shift worked but NO later than 8:30 AM Sunday.**

Paydates will be Thursdays of those weeks. Should you have any questions, please call the Intrastaff Office at 410-583-2950.

## Intrastaff Family Picnic Update

Unfortunately the Intrastaff Family Picnic that was scheduled for Saturday, 10/24/09 has been cancelled. Should there be a rescheduled date, we will be sure to communicate it as quickly as possible. Thank you to those who responded.

## FREE FALL COURSES FOR INTRASTAFF NURSES!

The following courses are offered free of charge to Intrastaff RNS:

- Anticoagulation Policy Adult Unit Trainer Classes
- Delegation Skills for Nurses
- Diabetes Workshop—Veteran Superusers
- Evidence-Based Practice
- Patient Education Workshop
- Tracheostomy Management Basics and Beyond
- Trauma Continuing Education\*
- Trauma Orientation\*
- Vascular Access Device Related Skills/Policy Reviews



**Open Enrollment for Benefits is coming! Please look in your mail within the next couple of weeks for details!**

Registration is **required**. If you wish to attend one or more classes listed above, please contact Dedeem Orola-Andrada at [IntrastaffStaffing@jhmi.edu](mailto:IntrastaffStaffing@jhmi.edu) or at 410-583-2950, ext. 1, 1 to register. You must register 2 weeks prior to the class since class size is limited. If the minimum number of staff have not registered by the time of the class, the course will be cancelled.

## ClinDoc/Sunrise Implementation

The departments of Neurology and Psychiatry go live with ClinDoc/Sunrise this month. 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 (8 hours)/CA's (2 hours) 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.

## Say Good-Bye to Paper Timesheets?

Intrastaff is in the beginning stages of looking at electronic methods of collecting timesheet data for payroll purposes. Please stay tuned for further information on this exciting new way to submit your time.



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information:*  
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*630-792-5000*

## Kudos Corner

- Intrastaff received word that Tawanty Griffin, an Intrastaff CNA, was praised by a co-worker for doing a wonderful job! Thank you Tawanty.
- Devena Allen's work, Intrastaff Clinical Associate, was complimented recently for being professional, courteous, punctual, attentive and acted without hesitation. She is "an excellent clinician". Thank you for doing such a great job Devena!
- Intrastaff was praised for hiring a "superiorly qualified critical care nurse" in Donna Schroeder. Donna's diligence in the pre-procedure assessment of a patient resulted in the immediate notification of the appropriate team members and was greatly appreciated. Nice job Donna!
- Emily Jones, an Intrastaff CNA, was praised for always remaining positive and extremely helpful on the unit. She's very patient and is "a pleasure to work with". Thank you Emily.
- Toni Scott, an Intrastaff CNA, recently gave birth to a healthy baby boy. Congratulations Toni!
- Takisia Keys, an Intrastaff administrative employee, recently completed her AA degree in Business Administration. Congratulations to you Takisia on such a great accomplishment!

