

We're on the web
<http://www.hopkinsmedicine.org/intrastaff>

S.O.A.P. NOTES

Volume 34

October, 2006

CPR for RNs

October 13

November 21

December TBD

The CPR Office no longer offers CPR marathons. You are now required to make an appointment by calling the CPR Office at (410) 955-9343. Please remember to bring your Intrastaff badge to the CPR class.



ACLS for RNs

Intrastaff is unable to schedule renewals of ACLS until further notice. Keep your CPR current until ACLS renewals are again administered.

Oncology Competency Class

- October 12
- November 2
- No class in Dec. or Jan.

8:30 am - 12:30 pm in Weinberg 3rd floor classroom (rear of the patient waiting room)

To register, please contact Kristin at 410-583-2950, ext. 0

Open Enrollment for Benefits 2007

Open enrollment for 2007 for Intrastaff employees will be held **October 30—November 13, 2006.**

Intrastaff offers the following benefits to employees (*with eligibility requirements):

- Medical/Dental/Vision Insurance*
- 401k Tax Deferred Annuity
- Short-Term and Long-Term Disability Insurance Coverage*
- Direct Deposit
- Access to Johns Hopkins Federal Credit Union

Information regarding Open Enrollment is in being mailed to all active employees. Please review this information carefully and if you are interested in obtaining more information on these particular benefits, please complete the appropriate form(s) and return to the Intrastaff Office within the established deadline. Due to processing

requirements, Intrastaff must request that all completed enrollment applications be received in the Intrastaff Office no later than Monday, November 13, 2006.

Some highlighted changes to the Healthcare benefits for 2007 include the following:

- \$0 co-pay for one annual preventive PCP or GYN visit
- Acupuncture and chiropractic care maximum annual benefit increased from \$1,000 to \$1,500
- Emergency room co-pay increased from \$75 to \$100
- \$0 co-pay for Urgent Care Center visits
- Single vision lens benefit increased to \$37.50 in-network and \$35.00 out of network
- Continue August 1st implemented \$0 co-pay for OTC Prilosec and OTC Claritin

Stephanie Wikes, RN, BSN Intrastaff's NEW RN Staffing Coordinator

Intrastaff is pleased to announce that Stephanie Wikes has joined the Intrastaff team.

Stephanie began her nursing career in 1991 specializing in geriatrics and neurology. Since then, she has worked as a travel nurse working in

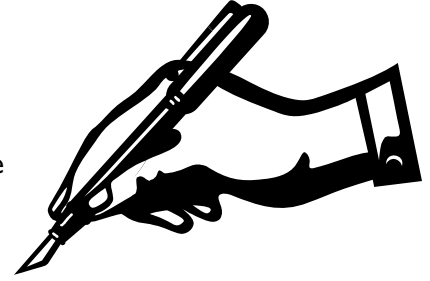
many hospitals throughout the United States.

In 1997, Stephanie came to work at The Johns Hopkins Hospital MICU and also gained experience in another Baltimore hospital in the PACU. Stephanie is responsible for staffing

nurses, LPNs, and other licensed staff for Intrastaff. To reach Stephanie with your availability or for other staffing needs, please call (410) 583-2950 ext. 2 or email her at IntrastaffStaffing@jhmi.edu. Please join us in welcoming Stephanie.

Timesheet Reminders

Various departments and units at the different Hopkins facilities have asked Intrastaff to remind all employees to use **PEN** when completing timesheets and to press hard enough so that all copies are legible. The pink copy should stay with your supervisor and/or manager and the gold copy is your copy to keep for your records. Please make sure that you can read all copies before you separate them. We are also noticing an increase in timesheets being submitted without dates. Please review your timesheet for accuracy and completion before you submit. **Timesheets without dates cannot be processed.** As always, thank you for your attentiveness to this matter. It is greatly appreciated.



Flu Shots at Greenspring Station!

Mark your calendar!

Date: **October 25, 2006**

Time: **8:30 am—5:00 pm**

Location: **2330 W. Joppa Road, Foxleigh Building
3rd floor, Conference Room #355**

**** Must have Hopkins ID Badge to receive flu shot****



Adult Trauma RN Education

The State of Maryland requires an RN working with adult trauma patients ≥ 16 hours per week, must attend an annual trauma class. JHH offers free trauma courses!!!

Adult Trauma Orientation (2-day trauma course)

Dates: November 30-December 1, 2006

Time: 7:30 am—4:00 pm (registration begins at 7:00 am)

Location: Phipps 340

Adult Trauma Continuing Education Class (1-day trauma class)

Dates: October 19 and November 16

Time: 8:00 am—4:30 pm (registration begins at 7:30 am)

Location: Bayview Asthma & Allergy Auditorium

(Please visit <http://www.hopkinsmedicine.org/allergy/AAC.html> for directions to the Bayview Asthma & Allergy Auditorium)

Call (410) 583-2950 or email Kristin at IntrastaffStaffing@jhmi.edu to register.

Intrastaff is now reimbursing for trauma courses. Call to find out if you meet the criteria. (Please note: Intrastaff does not reimburse for courses taken outside of JHHS)

Kudos Corner

Kendra Williams-Carter and **Dinah Turner**, both Intrastaff CNA's were complimented for providing excellent care and attention to a patient and his family members while he was at JHH. Their care and attention provided tremendous comfort to the family. Thank you both for doing such a great job.

Arletta Dailey, a CNA, was praised for her high level of patient care by one of the JHH nurses. "[Arletta] went above and beyond and it really had a great impact on my night." Thank you Arletta.

Stephanie Sturdivant, another Intrastaff CNA, was complimented by a JHH Manager for her assistance with a patient while they were undergoing testing. Stephanie's help was very much appreciated. Way to go Stephanie, thank you.

On a personal note...

Please congratulate the following employees on their exciting news:

Melissa Wyatt, an Intrastaff nurse, gave birth to a baby girl this summer. Both mother and baby are doing very well... **Karen Boyle**, another Intrastaff nurse is expecting baby #3 in January... **Ann Wray Marland**, another Intrastaff nurse gave birth to a baby girl this past May... **Liz A. Tabi**, an Intrastaff nurse, is "loving life as a Presidential Management Fellow, working on public health policy in D.C. and became recently engaged... **Heather Ackerman**, an Intrastaff nurse is expecting baby #2 in March! Congratulations to all of our employees on their exciting news. Thank you for sharing.



CNA Weekend Option Completion BONUS

Would you like to earn extra money through the holiday months? If you're thinking YES, you might want to call Mary today to discuss the changes we've made to our Weekend Option Pool. You are now able to work more hours and also receive a completion bonus at the end of your assignment.

This is limited to a certain amount of employees; please call today to take advantage of this opportunity!

PALs Dates and Locations (Times 7:30 am —5:00 pm)

- October 20th (Friday) Renewal at Good Samaritan Hospital
- November 18-19 (Sat/Sun) Provider at Franklin Square Hospital
- December 4-5 (Mon/Tues) Provider at Harbor Hospital Center



PALs renewal fee: \$150

When attending a renewal course, you must bring a copy of your current provider card. If your card has expired, you will be required to take the two-day provider class.

If you are required to take PALS to fulfill your annual Pediatric trauma continuing education, please contact Kristin about eligibility for compensation. For a registration form or additional information, please contact Kristin at (410) 583-2950.

ACLS Provider Dates (Time: 4:00 pm —10:00 pm; Location: Carnegie 264)

- October 17 and 24
- November 8 and 15
- December 6 and 13

If you are interested in taking ACLS, please call the CPR Office at (410) 955-9343 to register. Fee is \$180 for Intrastaff nurses. Intrastaff is unable to offer ACLS in the Intrastaff Office until further notice.



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

Phone: 410-583-2950 or toll-free 1-800-937-1323
Fax: 410-847-3659
Email: Intrastaff@jhmi.edu
For Staffing Availability: IntrastaffStaffing@jhmi.edu

WE'RE ON THE WEB
HTTP://
WWW.HOPKINSMEDICINE.ORG/
INTRASTAFF

*Serving our customers with
quality*



New Johns Hopkins Federal Credit Union Branch Coming!

The Johns Hopkins Federal Credit Union is opening a new branch at Hopkins' Mt. Washington campus in October, 2006 on the ground floor of McAuley Hall, just inside the main entrance. Credit Union staff will be on hand to open accounts, process and disburse loans, add services and answer questions. The branch will not have teller stations or cash, but there will be an ATM outside the branch entrance for deposits and withdrawals. For more information, check www.jhfcu.org for more branch details as they develop.



**All of us at Intrastaff
would like to wish
you and your's a very
Happy Halloween!**



Fall Back

Don't forget to turn back your
clocks on Saturday, October
28, 2006!