

Bartlett Buzz

December 31, 2014

Welcome New Board Member, Brenda Knapp



Please welcome Brenda Knapp as the newest member of the Bartlett Regional Hospital Board

of Directors. She was appointed by the CBJ Assembly to fill the vacancy created as Dr. Nathan Peimann fulfilled his final term.

Many of you will know Brenda as a longtime Juneau resident and will recognize her extensive work in the community. She has held leadership positions in social services, behavioral health, community planning and economic development, tourism and education.

HR Notes

New Employee
Peter Pisani, Medical Technologist
– LAB & HISTO

New Classification and Compensation Systems

By Nicki Neal

Development of the new classification and compensation systems is progressing. Although the original completion date was expected to be October, to provide for a thorough review and

reconsideration process, the completion date has been extended.

Feedback from Managers and Directors has been received on the classification structure and appropriate adjustments have been made. Once the salary data is received from the contractor, Fox Lawson and Associates, a division of Gallagher Benefits Services, Inc., the classification structure with associated salaries will be distributed for review and comment. At that time, employees will be provided with an opportunity to submit a reconsideration request.

What can you do to ensure an accurate outcome? Review your position description to ensure its accuracy. If you find that your position description does not accurately describe the work you perform, work with your supervisor on an update. Updated position descriptions must be submitted to Human Resources.

Please know that prior to implementation, negotiation will need to occur over some aspects with representatives of Health Care Unit 2201. The contractor recently provided an overview of the project and a detailed explanation of the classification method to be used – *The Decision Band Method* – to Health Care Unit 2201’s negotiating team.

Updates will be provided as the project progresses.

End of Year – Personal Leave (PL)

Refer to Health Care Unit 2201 Section 17.06 Usage Requirements

If an employee does not take a total of 120 hours of personal leave (or the proportionate amount for part-time employees) in a calendar year, the difference shall be canceled without pay unless the employee’s supervisor certifies in writing that there was no opportunity to take the mandatory leave, in which case it will remain in the employee’s accumulating balance subject to the accrual limit in Section 17.08.

Refer to Health Care Unit 2201 Section 17.08 Limits of Accrual

No employee shall be allowed to carry over more than 750 hours of personal leave to the next calendar year. Accrued, yet unused, personal leave in excess of this limit shall be paid out to the employee at his/her present base rate of pay on the first pay period in January of each year. This provision does not eliminate the mandatory use of personal leave as provided for in section 17.06 of the ILWU contract agreement.

Casual Patient Observers *Still WANTED*

Are you a Casual Employee? Are you available for more hours?

BRH needs casual employees to become patient observers. If you’d like more hours to increase your paycheck, this is your opportunity!

Follow this process to get started:
First, notify your home department



manager that you are interested in “floating as a patient observer”. Your home department manager must approve this request as the required training hours are charged to your home department.

Go to our new website <http://www.bartletthospital.org/staff-portal.aspx> and submit your internal employee application for consideration.

If you are selected, and have received departmental approval, you will complete the required training:

- 1:1 Sitter Orientation/ Competency (Swank Health) (~30 minutes)
- BLS/CPR class (up to 4.0 hours)
- CPI class (up to 6.5 hours)
- BERT class (up to 3.0 hours)

Upon successful completion of the required training, Staff Development will notify Human Resources and HR will assign a secondary job code for you in Meditech. Then, you will be placed in the Casual pool of Patient Observers.

Ebola Patient Practice Drill

By Dianne Bigge

It was kept pretty quiet, but a “patient” came into the ED Triage area on December 15 with fevers, chills, general body aches, and, you guessed it: he had just returned from West Africa four days before.

The ED PAS representative, Chelsea Hains, responded quickly and appropriately, notifying House Supervisor, Debbie Derr, the Infection Preventionist and the ED Triage Nurses, Melody Burns and Jeanne Crochet. Security was alerted and the ED waiting room was closed to other patients and staff who were routed to areas not exposed to our

“Ebola patient.” The ED triage nurses donned their full personal protective gear and worked with the House Supervisor and the trained Med/Surg RN, Lori Wilson, to move the patient up to the designated isolation room on Medical. The House Supervisor notified Alaska State Epidemiology (part of the protocol). The patient was situated in the isolation room and the drill was complete.



The debriefing found that staff knew what to do and followed guidelines and protocols. The process had two significant areas for improvement: PAS now has a mask AND a gown to hand to the symptomatic patient and instead of being triaged in the ED, a suspected Ebola patient will be moved directly to the isolation room on Medical and have the triage process completed in isolation and away from the ED.

The entire event took less than 90 minutes from start to finish. Thanks to everyone who shared in the planning, enacting and processing of the event. As we know, practice makes perfect!

Food and Nutrition Passes Inspection

By Debbie Gleaton

Food and Nutrition Service had its yearly ADEC inspection and passed with no citations in December.

I would like to take this time to thank everyone who works in the food service department for all their hard work and dedication. It shows in their daily work, their customer service, and the products they put out each and every day. Great job everybody!

Compliance Corner

By Sara Parker

Protected Health Information (PHI) is information that, when viewed, could reasonably identify a patient, such as name, date of birth, address, phone number, social security number, diagnosis, or medical history.

PHI may only be shared in a “secure” format. BRH does not currently have encrypted e-mail, so sending PHI through e-mail to an e-mail address outside the Bartlett email network (@bartletthospital.org) is not allowed, even if it is for purposes of patient care or hospital operations.

You may only e-mail patient information from a Bartlett Regional Hospital e-mail address to another Bartlett Regional Hospital e-mail address, and only on a need-to-know basis.

Once information leaves the Bartlett Regional Hospital server, we cannot guarantee that it is secure. E-mail is easily corrupted.

Please assist in maintaining appropriate confidentiality by not sending PHI over e-mail to an outside recipient (e.g., State of Alaska, SEARHC, physicians’ offices, etc.).

Compliance Hotline: 796-8618

Chasing Zero Award

Kim Vermedal and CEO Chuck Bill display the Chasing Zero Award from Mountain-Pacific Healthcare.

