

Bartlett Buzz



November 12, 2014

CEO's Corner

By Chuck Bill

I am thrilled to announce that we have a CFO! Alan Ulrich brings extensive CFO experience in various settings, usually rural, with the most recent being in Guam. That facility was a government owned operation with a very similar structure to ours. It is also similar to Bartlett Regional Hospital in the transparency and importance to the community.

Alan and his wife Terri are thrilled to be coming. Alan will be the perfect fit to bring stability to the position and help our department managers grow. He will be starting mid next week.

I am excited that this will complete our senior leadership team and help bring the stability and focus we need to move forward successfully.

I believe that you will truly like Alan and I expect him to be a great asset in the growth and development of not only his direct reports, but also organization wide.

Bartlett Foundation Donates SANE Training and Equipment

On November 3, the Bartlett Regional Hospital Foundation donated \$10,540 to Bartlett

Hospital's Sexual Assault Nurse Examiner (SANE) Program.

Last year the Foundation donated \$45,000 to the Hospital to establish the SANE Program at Bartlett, resulting in eleven nurses completing the initial training. This year's donation is directed at funding forensic photography training and purchasing equipment. "This is a historic time for these dedicated nurses who are being trained, and for the patients who need the specialty services," said Rose Lawhorne, Director of ED, CCU, and Cardiopulmonary Rehab & Physical Rehab Service.

The funding provided by Bartlett Foundation has allowed the Hospital

to develop a SANE program beyond what has been possible in the past because of funding challenges, explained Lawhorne.

Bartlett Foundation recognizes the benefits the SANE Program brings to the hospital and the community at large. The Foundation is proud to provide this funding to the Hospital to help ensure the longevity of the program.

New Employees

Brittany Fett, Clinical Nurse - MHU
Denice Lovell, OR Tech - SS
Kristin Dettman, OR Tech - SS
Dena Richards, Counselor I - RRC
Kristina Moore, MHA II - MHU
Marisha Bourgeois, SLP - PTOT



CeCe Brenner, Maria Uchtyl, & Rose Lawhorne



New BRH Website to Premiere November 17

By Jim Strader

A few months ago, I mentioned Bartlett would be offering a re-designed web site this fall.

It has taken a few weeks longer than expected, but on **November 17** www.bartlethospital.org will have a totally new look and many new and enhanced features.

New features include a more robust **Health Library** and **Health Tools**, both designed to provide useful information to our patients and site visitors; **E-Newsletters** that our patients and site visitors may subscribe to if they choose; a re-designed searchable **Physician Directory**; **Cheer Cards** for friends and families to send to patients; and back issues of the *Bartlett Buzz*.

Of course, there is information about our services, our governance, and patient educational offerings. There is a re-designed **Calendar of Events**, and a brand new **Baby Nursery**. All Human Resources **Staff Portal** functions from our current site have been carried over.

All of this is wrapped in a new cross-platform design that functions on all web browsers and can be used on any device.

I hope you enjoy the new features and want to thank **Dianne Bigge**, **Gail Morehead**, **Emma House**, and **Karen White** for their assistance and patience during the design and implementation phase.

Please let me know what you think!



Girl Scouts bring a gift basket to Bartlett Beginnings to celebrate the first girl born on Juliette Gordon Low's (founder of Girl Scouts, USA) birthday October 31!

HR Notes

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.

Performance Evaluations and Competencies

Performance Evaluations are now available online through the HR Portal!

The annual performance evaluations cover the time period from 11/1/2013 to 10/31/2014.

The annual performance evaluations are due to be completed by November 30, 2014.

To access your performance review, go to: BRH Internet Explorer Favorites > Bartlett HR > Employee Login, or through the BRH website Human Resources section <http://www.bartlethospital.org/humanResources/employeeportal.html>. If you do not remember your login and/or password, please try to use the "Forgot Password" link.

Refer to the Employee Performance Evaluation Policy #9400.501 available through PolicyTech or contact Human Resources at **796-8418** for more information or assistance.

Casual Patient Observers

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 website <http://www.bartletthospital.org/humanResources/employeeportal.html> 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.

A Letter from a Patient

“Dear Bartlett Regional Hospital:

Words seem very inadequate to express my gratitude for saving my life and returning me to a full and useful life with my wonderful family. Your team’s personal commitment to my very complex case and willingness to “think outside the box” were remarkable.

Your team stayed with me at every turning point often sacrificing their own time to bring me around.

Your CCU unit led by supervisor Rhio Harper was outstanding in every respect. Although I was sedated for most of this odyssey, my

family tells me story after story how your team brought me back and never quit on me.

Your team’s personal care for my wife as she was at my side was impressive in every respect. I want your team to know my rehab is going well and all systems seem to be returning to normal all thanks to your professional team.

With admiration and gratitude...”

The Five Most Common Hand Washing Myths

By Kim Vermedal

According to the Centers for Disease Control and Prevention (CDC), keeping hands clean is one of the most important steps people can take to avoid getting sick and spreading germs to others. Researchers at the U.S. National Institutes of Health found that people touch their faces on average about 3.6 times per hour. And with more than 50 percent of healthy persons carrying *Staphylococcus aureus* in or on their nasal passages, throat, hair or skin – hand washing is something that people can’t afford to do wrong.

It doesn’t matter how long I wash my hands as long as I use soap – False

The next time you’re in the restroom and washing your hands, think of the chorus of your favorite song. Studies show that you should scrub your hands with soap for a minimum of 15-30 seconds in order to effectively remove germs.

Hand sanitizers can replace washing your hands with soap and water – False

Although alcohol-based (at least 60 percent) hand sanitizers can quickly reduce the number of microbes on

*hands in some situations, they are not as effective as soap and water when it comes to removing and inactivating dangerous gastrointestinal illness-causing germs such as *Cryptosporidium*, norovirus and *Clostridium difficile*.*

The hotter the water you use for hand washing, the better – False

Studies show that water temperature does not affect microbe removal. In fact, there is no research to prove that higher temperatures improve hand washing at all. Hotter water can also dry out skin, which leaves your skin more susceptible to germs and can make hand washing painful. It is best to wash your hands with the temperature that you find comfortable.

You don’t have to dry your hands after washing them – False

Studies show that germs can be more easily transferred to and from wet hands, which is why drying hands is essential to staving off bacteria after hand washing.

Hand dryers are more hygienic than paper towels – False

In studies conducted by the Mayo Clinic (Minn.) and University of Westminster (London), researchers found that paper towels are superior to air dryers and can help remove bacteria, unlike air dryers which can increase bacteria counts. Because air dryers have been shown to spread bacteria between three and six feet from the device, paper towels are also far less likely to contaminate other restroom users.

“Fly...Not Flu!” Milestone Reached

By Bethany Rogers

We have reached the first milestone in the “Fly...not Flu!” drawing for a \$500 Alaska Airlines Gift Certificate.





Everyone was a winner, but SEPS carved out First Place, just barely knocking out Surgical Services who stitched up Second Place, while Diagnostic Imaging squeezed out Third Place in the 2014 BRH Pumpkin Carving Contest.

Employees in departments or department groups reaching 100% vaccination by Nov. 1 would have received a total of ten entries per employee. Unfortunately, no departments had reached the 100% mark as of then. The next milestone is set for Nov. 15, where employees are eligible to receive a total of six entries per employee if their department or department group reaches 100%.

The \$500 gift certificate drawing pool is small – increase your chance to win by encouraging others to get vaccinated. Kim Vermedal will continue to offer vaccination opportunities as long as we have vaccine available.

Thank you to those who have chosen to protect our patients with your vaccination!

Month-Long Cancer Awareness Fundraiser 2014 raises \$1135

By Bonnie Gee

Thank you to our CEO, Chuck Bill, for allowing this fundraiser to take place and showing your support in wearing your jeans with us every Friday!

A very special “thank you” to our Bartlett family team members; Grace Gonzales, Human Resources; Shelia Bradford, Angelita Rivera & Karen Raysin, PAS; Toni Petrie, Administration; Lorie Daniels, Mammography; Sue Gardner & her entire Materials Management team. Each of these women went the extra mile.

Sponsors: Spa Rejuvenation, Tricia’s Hair Salon, Blue Heron Gift Shop, Jovany’s Italian Restaurant, Bartlett’s Materials Management Department & Lorie Daniels, Mammography Department. Private donations: Angelita Rivera, Estate of Lynda J (Emberton)

Prescott (in honor of my parents). The support of many co-workers and friends made this possible, and we did this together!

\$1135 was collected, and all proceeds go to Juneau Cancer Connection.

Compliance Corner

By Sara Parker

Please take the time to review the policy “Fax Transmission and Reception.” The policy can be found in policy tech under the Compliance tab.

This policy has been recently updated to allow us to continue to fax medical records when other means are not possible or if other means would slow the process of patient care.

The updated version of the fax cover sheet will be used for tracking purposes in the medical record for accounting and disclosures of protected health information (PHI).

MRN _____ V# _____

Bartlett Regional Hospital
3260 Hospital Drive
Juneau, Alaska 99801



Fax

Please deliver this fax as soon as possible. The information contained in this facsimile message may be PRIVILEGED and CONFIDENTIAL, information intended for the use of the individual or entity named below. If you have received this communication in error, please notify us immediately by telephone.

Date Sent: _____ From: _____

To: _____ Dept Fax: _____

Fax: _____ Dept Phone: _____

Phone: _____ Pages: _____ including cover

Urgent For Review Please Comment Please Reply CONFIDENTIAL

Items Included in Transmission:

— Face Sheet	— Payment Information
— Consultation	— Discharge Summary
— Physical Rehab notes	— Pathology Reports
— EKG Report	— ER Reports
— Medication List	— Lab Reports
— H&P	— Operative Notes
— EKG	— X-Ray Reports
— Progress Notes	— Substance Use Disorder Information
— Psychiatric Evaluation/Treatment	— Dietician Notes
— Other: _____	

Comments: _____

