November 26, 2014

Happy Thanksgiving!

Step Safely
By Andrew Migel, CBJ Safety Officer

Winter Walking
As you well know, slips and trips and falls are more likely to happen when it is icy and snowy outside, but here are some things you might not have known:
• On average, 15.2 slips, trips, and falls were reported each year from 2009-2013 (CBJ, JSD, BRH)
• 88% of slips and falls were caused or attributed in part to ice

- As of June 30, 2014, total medical costs due to these slips on ice was $278,440
  o This averages out to $55,688 per year

So what is the CBJ doing about it?
• Quality winter walking gear was ordered and may be purchased through HRRM for a reasonable rate while supplies last
• This safety minute was sent to you to raise awareness

It’s not what CBJ can do for you, but what you can do for CBJ!!

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.

**New Employees**
- Alan Ulrich – CFO
- Marisha Bourgeois, SLP – PTOT
- Lincoln Farabee, Temp CNIII – ED
- Chelsi S. Butler, Substance Abuse Counselor – RRC
- Jaree R. Howell, PAS
- Kalamauskika Vikna, Medical Technologist I – LAB
- Theyagarajan

**HR Notes**

**End of Year – Personal Leave (PL)**
Refer to Health Care Unit 2201 Section 17.06 **Usage Requirements**
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.

Bartlett Foundation’s staff, Trustees and volunteers thank Linda Hamilton for her dedicated work and support advancing the mission of the Foundation. Linda has been with the Foundation for 8 years and has been active and committed to the success of programs and activities of our organization. We will miss her and wish her the best in her retirement!

Performance Evaluations and Competencies

Have you submitted your annual performance review?

Annual reviews are due 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.bartletthospital.org/staff-portal.aspx.

If you do not remember your login and/or password, please try to use the “Forgot Password” link or contact Human Resources at 796-8418 for more information or assistance.

Top 10 Things You REALLY Need to Know about EBOLA

1. Your dog or cat is not spreading Ebola.
   - There have been no reports of dogs or cats becoming sick with Ebola or of being able to spread Ebola to people or other animals. Because the risk of an Ebola outbreak spreading rapidly in the United States is very low, the risk to pets is also very low, too.

2. Food and drinks imported into the United States from West Africa are safe to eat and drink.
   - No one has been infected with Ebola from foods that are imported into the United States to date. You can’t get Ebola from food grown or legally purchased in the United States.

3. Mosquitoes are the deadliest animals in the world, but they don’t carry Ebola.
   - There have been no reports of mosquitoes or other insects transmitting Ebola virus. Only mammals (for example, humans, bats, monkeys, and apes) have become infected with Ebola virus and spread it. Mosquitoes do carry other organisms, like malaria and West Nile Virus, that can make people very sick, and sometimes even cause death.

4. Your family members, coworkers, and neighbors returning from countries with Ebola outbreaks don’t pose a danger to you and your family.
   - Ebola is spread through direct contact with blood or body fluids (including but not limited to saliva, sweat, semen, breast milk, and wound/dermal fluid) from a person sick with Ebola. Not everyone coming from countries with Ebola outbreaks has been in contact with someone who has Ebola. Travelers coming from countries with a large Ebola outbreak will be given a CARE (Check and Report Ebola) kit at the airport to help monitor themselves for Ebola symptoms. In addition, they will be actively monitored, meaning they are checked on at least once a day by public health officials. It’s safe for you and your family to be around people being monitored as long as they do not have signs or symptoms of Ebola.

5. Household bleach and other disinfectants kill Ebola.
   - Household bleach or an EPA-registered hospital disinfectant will kill Ebola.

6. If you’re feeling sick, think flu not Ebola.
   - Although flu and Ebola have some similar symptoms, Ebola is rare disease, particularly in the United States. Flu is very common. To date, four cases of Ebola have been detected in the United States, and two of those were imported from West Africa. Every year in the United States, millions of people are infected with flu; hundreds of thousands are hospitalized, and tens of thousands die from flu.

7. Ebola is not airborne.
   - Ebola is not a respiratory disease and is not spread through the airborne route. There is no evidence that Ebola is spread by coughing or sneezing. Ebola might be spread through large droplets (sputum or spit) but only when a person is very sick. That’s why hospital workers must wear personal protective equipment around people with Ebola to stay safe.

8. The Ebola outbreak is not the safety of airline travel.
   - Airline travelers in the United States are extremely unlikely to become infected with Ebola. All travelers coming directly from Liberia, Sierra Leone, Guinea, or Mali, arrive at one of five airports in the United States where entry screening by Customs and Border Protection and CDC is taking place.

9. Ebola is only spread from one person to another once symptoms begin.
   - Symptoms of Ebola appear anywhere from 2 to 21 days (average 8 to 10 days) after being exposed. A person infected with Ebola cannot spread it to others until symptoms begin.

10. You can’t get Ebola from a handshake or a hug.
    - Ebola is spread through direct contact with body fluids from a person sick with Ebola. Direct contact means that blood or body fluids (including but not limited to urine, saliva, sweat, feces, vomit, breast milk, and semen) from an infected person (alive or dead) have touched another person’s eyes, nose, or mouth, or an open cut or wound.

Bartlett Regional Hospital
as the required training hours are charged to your home department.

Go to our new website [http://www.bartletthospital.org/staff-portal.aspx](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.

Unfortunately, no departments have reached the 100% mark as of today.

The FINAL milestone is set for Dec. 1, where employees are eligible to receive a total of 3 entries per employee if their department or department group reaches 100%, or 2 entries per employee if their department or department group reaches 90% (see below for current rates by department/group).

The $500 gift certificate drawing pool is small – increase your chance to win by encouraging others to get vaccinated.

Kim Vermadal 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!

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**Fly...not Flu! Update**
*By Bethany Rogers*

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

Employees in departments or department groups reaching 100% vaccination by Nov. 15 would have received a total of 6 entries per employee.

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<thead>
<tr>
<th>Vaccination Rate by Department / Group</th>
<th>Goal 100%</th>
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<tbody>
<tr>
<td>Admin, Clinics, Acctg</td>
<td>87%</td>
</tr>
<tr>
<td>CM, HS, IT, QPI, EH, SD</td>
<td>84%</td>
</tr>
<tr>
<td>OB</td>
<td>83%</td>
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<tr>
<td>DJ, RT</td>
<td>77%</td>
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<tr>
<td>ED</td>
<td>81%</td>
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<tr>
<td>CCU, C. Rehab, Pharm, Phys Rehab</td>
<td>76%</td>
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<tr>
<td>Surg Services, Lab</td>
<td>74%</td>
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<tr>
<td>Fac, Food Svc, MM</td>
<td>73%</td>
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<tr>
<td>M/S</td>
<td>71%</td>
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<tr>
<td>PAS, PFS</td>
<td>67%</td>
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<tr>
<td>EVS, Laundry</td>
<td>65%</td>
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<tr>
<td>HIM, HR, IT</td>
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<tr>
<td>MHU</td>
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<tr>
<td>RRC</td>
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<td>52%</td>
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</tbody>
</table>

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*Graph showing vaccination rates by department/group as of 11/15/14.*
Compliance Corner
By Sara Parker

A Breach is a Breach is a Breach

If patient information such as lab results, radiology reports, etc., are inadvertently sent to the wrong clinic, we are required to perform a breach risk assessment. Even if the risk assessment identifies the breach as low risk, sending patient information to the wrong physician’s office is still considered a breach and may require notification to the patient. Please contact the Compliance Officer as soon as you identify a possible breach to mitigate risk to the patient and to Bartlett.

Compliance Hotline 907-796-8618

Mark your Calendars!
Wednesday, December 3: Open House Reception and Visit from Santa Claus

You are all invited to a celebration sponsored by the Bartlett Regional Hospital Foundation.

The Reception/Open House will begin with the lighting of the holiday tree at 4:15 pm in the main lobby. Immediately following will be the Reception/Open House in the Cafeteria featuring refreshments and a holiday spread prepared by our very own Café staff.

The reception will recognize all employees and medical staff, as well as volunteers, donors and supporters.

Santa Claus will be making his rounds and bringing gifts to all children present.

If you haven’t already done so, please RSVP to Maria at ed.brhfound@gci.net or call her at 463-5704 to let her know the child’s name, age and gender and she will pass it along to Santa!

Thanks for all your work and support and we hope to see you on December 3rd!

Things Change!

Recently a gentleman brought this by our PAS office to show us how things have changed over the years.

This is an actual bill from 1952 for a Cesarean delivery at St. Ann’s Hospital.

As many of you know, St. Ann’s was the forerunner of Bartlett Regional Hospital, and served Juneau for many years in its downtown location.