

Bartlett Buzz

October 15, 2014

Fly...not Flu! Contest Update

By Bethany Rogers, Quality Director

The countdown has started! We are closing in on our first deadline, **November 1**, for maximum entries for the flu vaccine drawing to win a \$500 Alaska Airlines gift certificate. Each employee in his/her respective department or department group that achieves 100% vaccination by November 1 will receive a total of **ten entries** in the drawing. The number of entries you are eligible for drops to a total of only six entries if you wait until the next deadline (Nov. 15), and only three entries at the final deadline (Dec. 1).

Remember, everyone who has received their vaccine (or who has completed the paperwork for an eligible exemption) will get **one entry** in the drawing, regardless of their department's vaccination rate. However, you really rack up your number of entries when you help get the rest of your department vaccinated.



Here are the department and department group vaccination rates so far:

Create the Celebration!

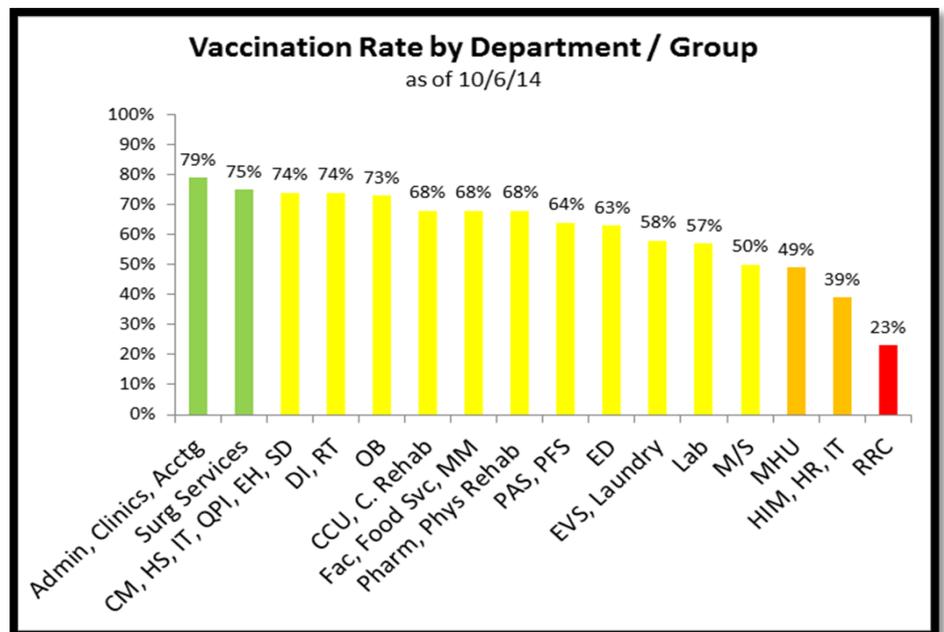
Bartlett has an amazing community of employees dedicated to providing quality, patient-centered care. We have a lot to be proud of and a lot to celebrate.

We would like to form an **Employee Celebration Committee** whose mission would be recommending ways to celebrate our successes throughout the hospital. Ideas for celebration would include some of the things we are already doing: Hospital Week, service awards, etc., but we'd also like to consider other types of celebrations in which we are not currently engaged.



We'd like to include employees from different areas of the hospital and staff who work at all levels of the organization.

If you have a passion for celebrating our BRH community and want to be part of the celebration team, please let your manager know by October 24th.





The Materials Management Team awards prizes to Savana Petrie and Betty Stidolph, and presents the monies collected to Bonnie Gee during their MM Week fundraiser for Cancer Connection. A big THANKS to everyone who participated!

Compliance Corner

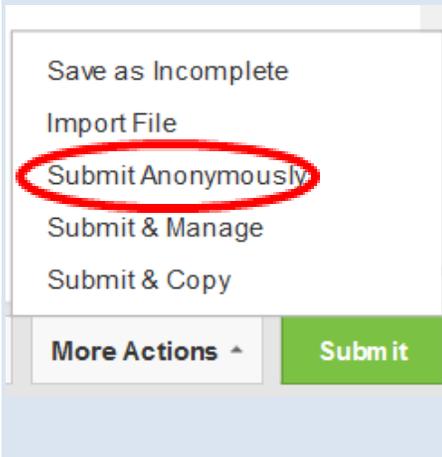
By Sara Parker

Did you know that you can submit an occurrence report anonymously?

Employee comfort with reporting unusual occurrences (including errors, near misses, safety concerns, or unexpected events) is part of developing a Culture of Safety.

How to submit an occurrence report anonymously:

- 1) Log into the occurrence reporting system
- 2) Choose the tile that best describes your concerns
- 3) Fill out the form as usual
- 4) In the bottom right hand corner, instead of clicking the green "Submit" button, click the up-arrow next to "More Actions"
- 5) Click "Submit Anonymously"



Submitting a report under your name is always preferred, because not only does it offer greater credibility to the report, but it allows us to gather more accurate information if any questions arise as we investigate the event. However, we would rather learn of an unusual occurrence with an anonymous report than not learn of it at all.

Please remember: you may contact me by phone (ext. **8718**), via the compliance hotline (ext. **8618**, can also be anonymous), by mail, by email (sparker@bartletthospital.org), by slipping a note under my door (3rd floor of Admin Building), by interdepartmental mail, or by using the occurrence reporting system, whether anonymously or named.

HR Notes

New Employees

Tania Danielski, Clinical Nurse III (MHU)
Marta Dalke, PRN Level I (M/S)
Kimberly Watt, PT Aide/Clerk
Chaley Hall, PAS Representative
Debra Fischman, PAS Representative
Dominic Rodriguez-Holloway, PAS Representative
Tyler Smoker, PAS Representative
Lorene Marquez, Clinical Assistant Manager
James Shipley, Security Officer
Karen Davidson, Respiratory Therapist

National Save for Retirement Week 2014 Encourages Employees to Save

National Save for Retirement Week, Oct. 19-25, 2014, is a good opportunity to emphasize the importance of saving for retirement and a good time to encourage your employees to start saving, increase their savings, or review the savings they have in their employer-sponsored retirement plans.

ICMA-RC's 2014 National Save for Retirement Week program offers a broad range of educational tools and resources such as interactive financial calculators, videos, and flyers to promote saving for retirement. Visit www.retirementweek.org to see the resources available to plan sponsors and employees. In addition, our new and expanded Spanish-language resources at www.retirementweek.org/espanol focus on the retirement savings needs of Spanish-speaking employees.

With our campaign theme "Small Steps, Big Changes," we are encouraging participants to recognize the week by taking small steps toward saving that will add up over time. One such small step is packing a lunch and



taking it to work instead of paying to eat out, and on Wednesday, Oct. 22, we will sponsor the second annual [National Pack-a-Sack Lunch Day](#). Plan sponsors can help encourage employees to participate in this initiative by passing the 2014 National Pack-a-Sack Lunch Day Proclamation. If you are interested, you can [download](#) and pass the proclamation, and share it in your workplace, or present it at a council or committee meeting.

This year, we will again sponsor our webinar series with topics for both plan sponsors and employees. Watch for specifics about the webinars in the coming weeks.

Patient Protection and Affordable Care Act (PPACA)

As you may be aware, the implementation of the Patient Protection and Affordable Care Act (PPACA) has begun. One of the requirements of the PPACA is healthcare coverage reporting for tax purposes. Starting in January 2015, we will be reporting to the IRS who is covered under our health insurance plan. This information will be used to determine whether or not individuals will have to pay a fee for not carrying insurance. The required information we are responsible for reporting includes:

- Name and Tax Identification Number (TIN) or Social Security Number (SS#) of every individual covered under the plan—this includes all dependents covered (spouses and children)
- Months of coverage throughout the year

In the past, we have at times collected SS# for dependents covered under our insurance plan, but not consistently for all dependents covered. Due to these IRS reporting requirements, we now need to collect that information.

Please note: Letters have been mailed to home addresses. You will be able to complete a section in the mailed letter and return it to Human Resources with the updated information.

ICMA-RC Meetings

Pete Hoerber from ICMA-RC will be here the week of **October 13-16** to meet one-on-one with employees that have 457 Deferred Comp Plans transitioning from the old providers to ICMA-RC. The transition is currently happening and will be complete by October 8, so this is the perfect time to review your plan with Pete and make changes if you'd like. For more information on the transition, please refer to www.icmarc.org/cbjbartlett.

The schedule for Bartlett Regional Hospital is:

**Monday, October 13
7:00am to 12:00pm**

**Tuesday, October 14
1:00pm to 5:00pm**

**Wednesday, October 15
7:00am to 12:00pm**

**Thursday, October 16
1:00pm to 5:00pm**

All one-on-one meetings will be in the **Media Conference Room** located next to Human Resources in the Medical Arts Building. These will be 25-minute time slots. If you would like to schedule a time, please

contact Emma House in HR via e-mail at ehouse@bartletthospital.org or at 796-8458.

If you're not enrolled in our 457 Deferred Comp Plan and would like more information, please refer to www.icmarc.org/about-us.html.



Performance Evaluations and Competencies

Performance Evaluations are now available online through the HR Portal! BRH Internet Explorer Favorites > Bartlett HR or through the BRH website Human Resources section.

All employees are required to have an annual performance evaluation and competency assessment completed by November 30, 2014.

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



Certification Pay

Enter your certifications into your HR portal and provide copies to HR for Certification Pay prior to January 1.

Refer to Health Care Unit 2201 Section 11.13. **Certification Pay** is available to eligible employees annually, on the first pay period in February.

Certification Pay Requirements:

- Any employee who has worked 312 or more hours within the previous calendar year (excluding temporary employees)
- Examination by the certifying body of a nationally recognized job-related specialty organization
- Certification expenses are borne by individual
- Certification is not required by current job description
- Certification as a result of basic education for the job does not qualify
- Changes in certification pay eligibility will be affected by Federal & State law and regulatory agencies
- The certification must be periodically renewed

Each year new certifications and those which have changed status will be considered by the panel of five members. Employee shall provide a copy of certification and/or update their HR Portal certification section prior to January 1 of the first year holding such certification and then only after

renewals. This annual certification will be paid to the employee for the respective length of certification.

First Certification \$400.00
Second Certification \$350.00
Third Certification \$250.00

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.

Update to Code Blue Manual Notification Process

By Sheila Bradford

Automated Code Blue Notification is Not Operational

The maintenance work on the Code Blue system continues and the automated notification system is not operational for an **unspecified** amount of time as we wait the arrival of a needed replacement part.

In the event of a Code Blue, you will need to use manual notification by telephone to Patient Access Services, extension "8200" or "0"

This event is classified as a Utility Failure under our Emergency Management Plan. You will be notified when the automated system is operational again.

ATTENTION: UNTIL FURTHER NOTICE, THE CODE BLUE ACTIVATION BUTTONS IN THE ROOMS ARE DISABLED.
If you require immediate assistance for a medical emergency call X8200.

CODE BLUE ACTIVATION: (do NOT use the panel button)

- CALL **"8200"** OR "0."
- ANNOUNCE **"CODE BLUE"**
- YOUR PHYSICAL LOCATION AND ROOM NUMBER

FOR EXAMPLE: "CODE BLUE"
"MED-SURG ROOM 4"

PAS WILL THEN OVERHEAD PAGE CODE BLUE AND THE EVENT LOCATION.



October Observances

Month-long Observances

National Breast Cancer Awareness Month
National Chiropractic Health Month
National Dental Hygiene Month
National Disability Employment Awareness Month
Domestic Violence Awareness Month
Eye Injury Prevention Month
Health Literacy Month
Home Eye Safety Month
National Medical Librarians Month
Medical Ultrasound Awareness Month
Patient-Centered Care Awareness Month
American Pharmacists Month
National Physical Therapy Month
SIDS, Pregnancy and Infant Loss Awareness Month
Talk About Prescriptions Month

Week-long Observances

5–11 Emergency Nurses Week
5–11 Mental Illness Awareness Week
5–11 National Midwifery Week
5–11 Nuclear Medicine and Molecular Imaging Week
6–12 Fire Prevention Week
6–12 Healthcare Foodservice Workers Week
6–12 Physician Assistants Week
6–13 National Healthcare Supply Chain Week
12–18 National Case Management Week
12–18 Healthcare Security and Safety Week
12–19 Central Service Week
13–17 National Dialysis Technician Recognition Week
19–25 National Health Care Facilities and Engineering Week
19–25 Healthcare Quality Week
19–25 National Hospital and Health-System Pharmacy Week
19–25 International Infection Prevention Week
19–25 Pastoral Care Week
19–25 National Respiratory Care Week
20–24 Medical Assistants Recognition Week
20–24 National Nuclear Science Week
20–24 National School Bus Safety Week
23–31 National Red Ribbon Week

Recognition Days | Events

8 Stop America's Violence Everywhere (SAVE) Today
10 National Depression Screening Day
12 World Arthritis Day
22 Lung Health Day
22 International Stuttering Awareness Day
27 Lock Your Meds Day
29 World Psoriasis Day

National Case Management Week October 12-18, 2014

By Holly Cockerille

Bartlett's Case Management Department was formed in 2007, joining the national movement of consolidating hospital social work services with utilization review into one cohesive unit.

Bartlett has established itself as a leader in comprehensive case management within the state, which promotes the BRH mission of providing the community with quality, patient-centered care in a sustainable manner.

A social worker's psychosocial assessment of a patient's concurrent and anticipated needs begins upon admission in order to assist patients and their families in developing an individualized discharge plan that may include linkage to a broad range of community and home based services and resources, and when necessary, admission to a post-acute facility.

Our nurses clinically assess and review each patient to ensure that the quality of health care services, as well as cost efficiency, is maximized.

Core Measures are another key piece of ensuring the quality of the care Bartlett provides: monitoring the use of recommended treatments that scientific evidence has demonstrated produces the best outcomes.

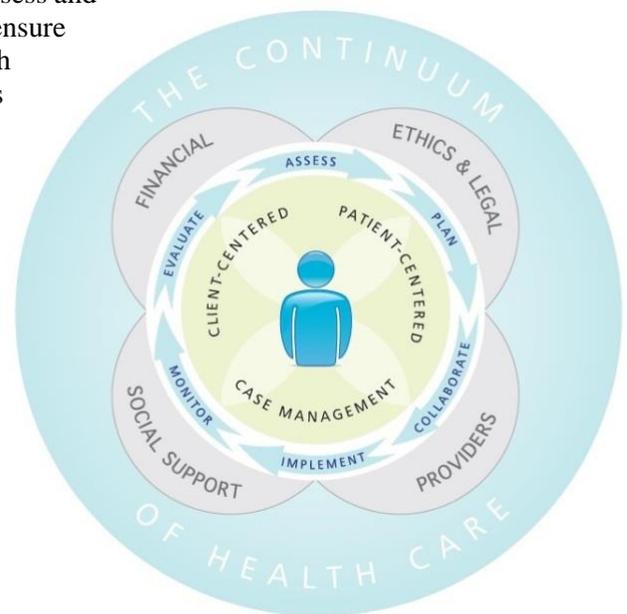
Case Management also participates in Documentation Improvement, the Ethics Committee, the Community Resource Network, the Health Benefits Committee, Compliance, and a number of other hospital and community endeavors.

Additionally, in the coming weeks, Case Management will distribute information about this year's annual holiday food drive for Helping Hands.

The Bartlett Case Management Department works with patients in all hospital care areas, but our primary office is located in the third floor corridor leading to the Med/Surg nurses station.

Additionally, there are designated CM staff based in the Mental Health Unit and Rainforest Recovery Center.

Please join us at our Med/Surg office for a Case Management Week Open House on Wednesday, October 15 between 1:00-3:00 pm.



Welcome to October and National Cyber Security Awareness Month

By Mike Lopez

This is a special month-long awareness program put together by U.S. Department of Homeland Security, the National Cyber Security Alliance and the Multi-State Information Sharing and Analysis Center. National Cyber Security Awareness Month was started in the US in 2004 and is meant to be a time to bring government and private industry together to help educate everyone on the threats out there and what they can do to better protect themselves.

For example, this year the program focused on this theme to kick off the month:

General Online Safety and **STOP. THINK. CONNECT.**

Take security precautions, understand the consequences of your actions and behaviors and enjoy the benefits of the Internet.

STOP: Before you use the Internet, take time to understand the risks and learn how to spot potential problems.

THINK: Take a moment to be certain the path ahead is clear. Watch for warning signs and consider how your actions online could impact your safety, or your family's.

CONNECT: Enjoy the Internet with greater confidence, knowing you've taken the right steps to safeguard yourself and your computer.

Protect yourself and help keep the web a safer place for everyone.

Cold, Flu, or Allergy?

By Kim Vermedal

As we move into the cold and flu season, everyone asks if it is a cold, the flu or allergies.

A health professional can help you choose the best therapy. As always contact your physician with any concerns about your health.

Common Cold

- Symptoms last up to 2 weeks
- Stuffy, runny nose; sore throat; cough
- Treated with rest, fluids, over-the-counter (OTC) medicines to ease symptoms
- **Prevention Tip:** Wash your hands often

Seasonal Flu

- Symptoms usually last 1-2 weeks
- High fever (100-102 °F, or higher in youngsters), headache, aches and pains, weakness, exhaustion, cough, chest discomfort
- Treated with rest, fluids, OTC medicines, prescription antiviral drugs
- **Prevention Tip:** Get your flu vaccine each year and wash your hands often

Airborne Allergy

- Lasts as long as allergens (such as pollen, pet dander) are present
- Stuffy, runny nose; itchy, watery eyes
- Treated with antihistamines, decongestants, nasal steroids

Information provided by the National Institute of Health www.nih.gov

Dear Bartlett Community

We did it! Thanks to your help and the help of the Juneau community, we raised over \$60,000 at the Foundation's 2nd Annual Seafood Gala and Fundraiser.

This exceeds our initial goal and it wouldn't have happened without your support and commitment.

Proceeds from the event will be used to upgrade CCU bed systems.

Thank you!

Maria Uchytal, Executive Director

Bartlett Regional Hospital Foundation

