

Bartlett Buzz

October 29, 2014

Bartlett Regional Hospital Receives Prestigious International Award

Baby-Friendly USA recently announced that Bartlett Regional Hospital received prestigious international recognition as a **Baby-Friendly Designated Birth Facility**.



Baby-Friendly USA, Inc. is the U.S. authority for the implementation of the Baby-Friendly Hospital Initiative (“BFHI”), a global program sponsored by the World Health Organization (WHO) and the United Nations Children’s Fund (UNICEF).

The initiative encourages and recognizes hospitals and birthing centers that offer an optimal level of care for breastfeeding mothers and their babies. Based on the Ten Steps to Successful Breastfeeding, this prestigious international award recognizes birth facilities that offer breastfeeding mothers the information, confidence, and skills needed to successfully initiate and continue breastfeeding their babies.

There are more than 20,000 designated Baby-Friendly hospitals and birth centers worldwide. Currently there are 209 active Baby-Friendly hospitals and birth centers

in the United States. The “Baby-Friendly” designation is given after a rigorous on-site survey is completed. The award is maintained by continuing to practice the Ten Steps as demonstrated by quality processes.

Further information about the U.S. Baby-Friendly Hospital Initiative may be obtained by contacting:

*Baby-Friendly USA, Inc.,
125 Wolf Road, Suite 402
Albany, NY 12205
Phone: 518-621-7982
Fax: 518-621-7983*

HR Notes

New Employees
Ronald Cake, Pharmacist
Mark Shilling, Respiratory Therapist
Carl Bottorf, PRN Level III ED

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.bartlethospital.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.

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.bartletthospital.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.

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 shall be paid to the employee for the respective length of certification.

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

Emergency Contacts

While you're completing your performance review or updating your certifications through the HR Portal, please be sure to update your Emergency Contact information. It is very important to keep your emergency contact updated at all times.

We also recommend entering a contact into your cell phone as “ICE” which means “In case of Emergency” to insure your cell phone has an ‘ICE’ contact saved for rescue workers, police, or doctors if you're in an accident or other emergency.

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.

Family Medical Leave – *Is a Federal Requirement*

For medical related leave more than 3 days continuous or intermittent – please be sure to notify Human Resources.

- The Family Medical Leave Act (FMLA) of 1993 and the Alaska Family Leave Act (AFLA) of 1992 **are required employee job-protected types of leave due to personal and/or family medical related reasons.**
- Documentation for FMLA is required due to your own or your immediate family members' illness or medical reason if you are absent for 3 or more continuous or intermittent days.
- FMLA forms are required if you are eligible or not – your FMLA status must be approved or denied, tracked, and reported by HR.
- *HR must be notified of absences 3 or more days continuous or intermittent* by you or your department director or manager.
- **FORMS:** Can be located through the W: share drive or on the BRH website. Please contact Human Resources if you have questions or need any assistance **796-8418.**



Premera NurseLine Reminder

Available 24 hours, 1-800-841-8343

October Reminder: Flu Season is here. Need help figuring out if your symptoms are flu or just a virus? Need to know what to do to feel



better? Call the 24-Hour NurseLine anytime about

your medical needs or concerns. It is free and confidential, and caring nurses will help provide you with peace of mind. Make a note of the number in your cellphone or other place you can reference later 1-800-841-8343. Always call 911 or your local emergency number if you are having a medical emergency. NurseLine gives general information, does not diagnose or prescribe, and cannot give a member any coverage determinations.

Screening Process for Ebola Virus Disease (EVD)

By Marlowe Dunker

As long as patients are screened, this process can be done however works best within your unit work flow. We will work with you and HIM to identify the best way to accomplish this.

PAS/REGISTRATION:

1. Patient is screened at the beginning of registration process using the attached form with addressograph (or equivalent patient identifier)
2. Form goes with the patient from PAS to the clinical care area

CLINICAL AREA:

3. Clinical care area verifies screening was completed upon patient arrival

Bartlett Regional Hospital
Ebola Virus Disease (EVD) Screening

1. Have you traveled to West Africa within 21 days (3 weeks) of symptom onset? _____

Guinea
 Liberia
 Nigeria
 Senegal
 Sierra Leone
 West Africa
 Other areas reported by WHO where Ebola transmission has been reported (please list) _____

OR

2. Have you been exposed to a person with Ebola symptoms or the body of a person who died of known or suspected Ebola? _____

AND

Do you have any of the following symptoms? _____

Fever ≥ 100.4 F
 Severe headache
 Muscle pain
 Weakness
 Abdominal pain
 Vomiting
 Diarrhea
 Unexplained bleeding

If both criteria are met:

A. Provide patient with a mask
B. Immediately call House Supervisor: 907-321-2111 or 8409
C. House Supervisor: call Alaska State Epidemiology: 907-269-8000 After hours: 800-478-0084
SOA Epidemiology will coordinate with CDC 770-488-7100

Screening Completed By (please print): _____
Date: _____

Inpatients: Place in chart behind face sheet
Outpatients: Send form with patient to care area then submit to HIM

Addressograph

Updated 10/24/14

HIM:

1. Inpatients: File with patient visit
2. Outpatients: Maintain for record per managers instruction*

*This is the screening process as of 10/24/14. We understand there are unit/department-specific considerations that will need to be addressed as soon as possible. We expect this to change as we identify more efficient and effective ways to screen our patients.

4. Clinical care area retains for the patient record
 - a) Inpatients: place in Chart behind Face Sheet
 - b) Outpatient: submit to HIM per manager's instruction*
 - i. If patient visits more than one care area during the visit, send form with patient
5. Clinical Care areas that receive a patient without a screening, must screen the patient immediately.
6. Patients with POSITIVE SCREENING
 - a) provide them with a MASK
 - b) instruct them to remain where they are
 - c) CALL HOUSE SUPERVISOR IMMEDIATELY
7. HOUSE SUPERVISOR will call State Epidemiology and patient will be placed in isolation as soon as possible.

Thank you for your patience and cooperation as we work to keep our patients, our staff and our community SAFE.

Bartlett Regional Hospital Ebola Task Force Status Report

By Dianne Bigge

October 28, 2014

- 10/27/14 – Follow up from the meeting on Failure Modes and Effect Analysis (FMEA) on 10/24/14 to assign priorities and assignments.
- Plans from teams as a result of the FMEA 10/27 meeting will report out at the 10/30 meeting
- PPE status: In stock and available- calf length boot



covers, XL/Larger gowns & Face Shields. Still on order: Hoods, N95 masks and PAPR hoods.

- PPE Training kits (2), available from HS office
- One additional staff from MS identified as interested in being on the response/care team.
- Kim Vermedal back from leave to transition into role as Medical/Technical Specialist. Marlowe Dunker to continue in support role for that position.
- Binders containing information and CDC Guideline materials are on the units. The units are responsible for updating the

binders as new information is made available. The Binder content on the *Org Drive (W): Staff Development/Ebola Infection Control Binder* will be kept current and available.

- BRH will join in the teleconferences on updates in guidelines, reported cases and state and federal processes on Thursday, 10/30/14 at 2:30. Command staff are encouraged to listen in.

Health Yourself

By Jess Brown

Coming up in November, we have a **yoga series** available at Bartlett for any CBJ or BRH employee or spouse:

When: 6-7am Tuesday and Thursday mornings; Nov. 4 - 20

Who: Any CBJ or BRH employee or spouse with basic yoga experience; BRH's very own Stephanie Winters will be teaching.

Cost: \$60 for series of 6 classes; if benefited employees/spouses attend all 6, they will receive \$10 back (and 15 Healthy Reward points for employees)

How to register: Contact Jess Brown with payment by this Friday, October 24: jess.brown@juneau.org or 586-0206.



The Bartlett Regional Hospital Foundation recently presented CEO Chuck Bill with a check to cover the cost of three CCU beds.

Photo courtesy of Michael Penn, Juneau Empire

