

MONTROSE MEMORIAL HOSPITAL GRAPEVINE

September 26, 2008

Welcome New Employees

Welcome to the following new MMH employees:

Darin Donner – Dietary Services
Vincent Loco – Dietary Services
Connie Baldwin – Ambulatory
Marla Thoe – Acute Rehab Unit

Volunteer Luncheon and HIPAA Update

It's time to mark your calendars for the Volunteer Luncheon and HIPAA Update scheduled for Monday, September 29, at 12:00 p.m. in Conference Rooms A & B. PLEASE SIGN UP IN THE GIFT SHOP AT 240-7288 by Friday, September 26!

3rd Annual LUNG BOWL

Saturday, **September 27 at 6:30 p.m.** is the 3rd Annual Lung Bowl which is being held at the Rose Bowl. This event is a fundraiser for Lung Disease Education. The event fee is \$25 per person, \$45 per couple, or \$80 for a team of 4. The lane/shoe rental, T-shirt, 40-frame game, and lots of "great" door prizes are included in the event fee.

Annual Update

It is time again for the *Annual Update* training. This training is accomplished each year in order to provide you with important updates regarding the safety and well being of our patients and staff. It also helps us meet regulatory guidelines of such organizations as the Joint Commission for Accreditation of Health Care Organizations (JCAHO). All hospital employees are required to complete our *Annual Update* training. Please help us fulfill this requirement by completing the training by October 31.

The *Annual Update* will be available on the hospital intranet in web based Adobe PDF format starting October 1st. Click on the *Annual Update* link to access the file. For those departments who have requested them, a few hard copies will be provided to assist in cases where a computer may not be readily available.

Once you have read the information, take the electronic test that will be located under the *Annual Update* link on the intranet. Your test results in the data base will serve as proof that you have completed the training. Department Directors will have access to the data base to track completion for their areas. For questions regarding the training you may call 252-2692. Thanks in advance for your participation in this annual training event.

Answers for the JCAHO Prep Quiz

What does the Life Safety Code say is the proper distance to maintain in the hallways?

b. 8 feet. The reason we need to maintain at least 8 feet of clear hallway is in case of emergency we must be able to get down the hallways unobstructed.

What is the policy on dating multidose vials of medication?

a. When a multidose vial of medication is opened it must be dated and must be discarded 28 days later if not completely used. This is a pharmacy rule that is new in the last year.

What is the time frame in which a verbal/telephone order must be authenticated by the ordering practitioner or designee?

c. 48 hours.

Nutrition screening identifies high risk patients. In what time frame must this be done?

b. 24 hours. Nursing does the first screen to identify high risk patients. Nutrition is then notified of all high risk patients and completes the assessment for nutritional needs.

Which patients are to be asked if they have an Advance Directive or would like information on Advance Directives?

c. Anyone who is 18 years or older who is admitted to the hospital.

What is the 2 step PPD/TST method?

b. On hire the employee has a TB skin test done, goes back in 48-72 hours to have it read, then if the 1st test is negative returns for a second test in 10 days to have a repeat and again in 48-72 hours to have it read.

How are patients informed of their right and responsibilities as patients?

- a. The admitting nurse gives them a brochure on the patient's rights and responsibilities and reviews the information with them answering any questions they have.**

What are Core Measures and Joint Commission Quality Check/ORIX?

- c. These are the indicator sets that are published to let the public know how well we follow established guidelines in the care of the heart attack, heart failure, pneumonia and surgical patient.**

What is considered workplace violence?

- c. All of the above. Verbal abuse, physical attacks, making threatening gestures are all considered to be acts of violence and will not be tolerated at MMH.**

Benefit Bits

By Sharon Kuster

TRIAD EAP provides you and your family access to a counselor to help solve personal problems. Counselors help clients recognize and successfully address a variety of personal issues:

- Relationship difficulties
- Drug/Alcohol misuse
- Depression or anxiety
- Financial problems
- Family & Parenting issues
- Elder care
- Job related problems
- Workplace conflicts

A limited number of free sessions are available to all employees .

The EAP INSIGHTS newsletter is available outside the Human Resources office. The Summer 2008 issue addresses chemical dependence.

You can contact TRIAD at 242-9536 or access their web site: www.triadeap.com

Tips from the Security Dept Lighting & Landscaping

Lighting and landscaping are important tools in keeping your house and property secure. There should be a light fixture outside every door to help you scan the outside before exiting your home. Consideration should be given to use vandal-resistant globes with at least a 100 Watt light bulb. Outdoor lighting can be on a photo-cell to automatically come

on, or it can be mounted with a motion sensor which makes it difficult to determine when you are home. Interior lighting can be set on timers at various times to look like you are at home in different rooms. Plants, shrubs and trees should be trimmed to provide you with a clear view outside. Bushes should not create places for concealment adjacent to entrances or windows. Privacy fences can limit the ability of your neighbors and police patrols to see inside enclosed areas. If you do not need the privacy, consider fencing material which does not block open view. For added security install thorny bushes and plants under your windows to keep burglars at bay. If you have questions or safety observations around the hospital please feel free to contact Security at 240-7750.

Employment Opportunities

- Admissions Registrar – Full time - Admissions
- Biller – Full time – Patient Financial Services
- Billing Coordinator – Full time – Patient Financial Services
- Cardiovascular and Pulmonary Rehab Supervisor – Full time – Rehab
- Central Sterilizing Technician – Full time – Surgical Services
- Director of Emergency Department – Full time
- Dosimetrist – Full time – San Juan Cancer Center
- Emergency Department Clerk – Part time
- Exercise Technician – PRN - Rehab
- Family Center Nurse Director, RN – Full time
- Front Office Coordinator – PRN – Nurse Midwife Services
- House Supervisor RN – Full time – Nursing Administration
- Housekeeper – PRN – Environmental Services
- Mammography Coordinator – Full time – Medical Imaging
- Medical Imaging Coordinator – PRN – Medical Imaging
- Occupational Therapist/COTA – Full time – Acute Rehab Unit
- Receptionist – Other – Olathe Medical Clinic
- Registered Nurse Cath Lab – Full time – Cardiology
- Registered Nurse – Full time – Family Center (OB)
- Registered Nurse – Full time – OR
- SANE Registered Nurse – PRN – Emergency
- Surgical Technologist – Part time - Surgery

***First in HOPE,
First in CARE,
ALWAYS there***

