

Springfield Hospital Center

F.Y.I.

Your source for training opportunities

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Education Notes

Welcome to Fiscal Year 2012! We have once again made changes to the content for both *Annual Training Day* and *New Employee Orientation*.

For FY 2011, as of the time of this publication, more than 264 staff have taken advantage of ATD on-line version. This figure is up from 239 in FY 2010. We are happy to see staff continue to take advantage of this, as many find that it is more convenient and takes up less time then coming to class.



*Happy 4th of July
Staff Development and Education*

NEO DATES

NEW EMPLOYEE ORIENTATION

- July 13-15, 2011
- August 10-12, 2011
- September 7-9, 2011
- October 5-7, 2011
- November 2-4, 2011
- Nov. 30 - Dec 2, 2011
- January 11-13, 2012
- February 8-10, 2012
- March 7-9, 2012

Please call ext. 7260 to register new employees as soon as their hire date is known. NEO hours are 8:00 am - 4:30 pm.

FUTURE TRAINING DATES

Annual Training Day/CPR	Initial CPR
July 14*, 21 & 28, 2011	October 26, 2011
August 11*, 18 & 25, 2011	February 1, 2012
September 8*, 15 & 22, 2011	Community CPR
October 6*, 13 & 20, 2011	July 20, 2011 (Renewal)
November 3*, 10 & 17, 2011	September 14, 2011 (Renewal)
December 1*, 8 & 15, 2011	December 7, 2011 (Renewal)
January 5, 12* & 19, 2012	March 28, 2012 (Renewal)
*= one CPR in am/one ATD in pm	

Please call ext. 7260 or ext. 7261 to register. ATD/CPR is scheduled for 8:00 a.m. - 4:30 p.m. CME credit for CPR portion only.

Note: CPR Test-out is another option available to you. To schedule Test-out, call x7260 or x7261 to sign-up.

Annual Training/CPR, Initial CPR, CPR Test-out, and New Employee Orientation are held in the Staff Development and Education Department, Muncie Building.

Driver Improvement

Date: July 15, 2011
Time: 10:20 a.m. - 11:30 a.m.
Location: Muncie Building, Education Wing
Presenter: Candace Malone
Audience: Staff requiring Initial DIP Training
 (Note: You MUST bring your current Driver's License to class)
 Please call ext. 7260 or 7261 to register.

Nursing Orientation

Date: July 18, 2011
 Remainder of dates as scheduled
Time: 8:00 a.m.– 4:30 p.m.
Location: Muncie Building, Education Wing

PMAB and Restraints

Date: July 19 & 20, 2011
Time: 8:00 a.m.– 4:30 p.m.
Location: Muncie Building, Education Wing
Presenter: Janis Trainor, RN
Audience: New clinical staff are required to attend.

Vital Signs Competency Review

<u>July 1</u> 6:15 am - 12:00 noon 1:00 pm - 4:30 pm	<u>July 7</u> 7:30 am - 12:00 noon 1:00 pm - 5:30 pm	<u>July 12</u> 6:15 am - 7:45 am
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July 29
 8:00 am - 12:00 noon
 1:00 pm - 4:00 pm

IPOC/SBAR Training

Date: July 26, 2011
Time: 8:00 - 9:45 a.m.
Location: Muncie Building, Education Wing
Presenter: Sally Kaltreider, RN
Audience: New clinical staff are required to attend.
 Please call 7260 or 7261 to register.

Lifting, Turning & Positioning

Date: August 1, 2011
Time: 8:00 a.m. - 9:30 a.m.
Location: Muncie Building, Education Wing
Presenter: Janis Trainor, RN
Audience: Open to all staff

Pain Management

Date: August 1, 2011
Time: 9:45 a.m. - 10:45 a.m.
Location: Muncie Building, Education Wing
Presenter: Janis Trainor, RN
Audience: New clinical staff are required to attend

GENERAL STAFF MEETINGS

1:30 p.m.— 3:00 p.m. Big “G” Auditorium
 Wednesday, September 28, 2011
 Wednesday, December 21, 2011

OPEN FORUMS

Wednesday, August 17, 2011, **11:30 pm - 12:30 am**
McKeldin Dining Room

Wednesday, November 16, 2011, **2:30 - 3:30 p.m.**
Employee Cafeteria

Recovery Program Clinical Case Conferences

Date: Wednesday, July 20, 2011
Time: 1:00 p.m. - 2:30 p.m.
Location: Hitchman Conference Room
Presenter: Hitchman D Treatment Team
Audience: All Clinical Staff
Objectives: Participants will: 1) Review complex cases in the Recovery Program; 2) Discuss medication management strategies, including thorough review of psychopharmacological history, and when medication changes should be considered; 3) Discuss multidisciplinary evidence based treatment for the severely and persistently mentally ill patient; 4) Discuss specialized discharge issues with the long term population of severely and persistently mentally ill patients; and 5) Formulate recommendations for changes in patient care.
 Open to current SHC employees only.
1.5 hours CME Credit*

Acute Services Case Conference

Date: Wednesday, July 27, 2011
Time: 1:30 p.m. - 3:00 p.m.
Location: Salomon Large Conference Room
Audience: Open to Clinical Staff
Objectives: Participants will be able to: 1) Review cases in Acute Services, including those on the admissions units; 2) Discuss differential diagnoses and how they impact on treatment plans; 3) Discuss medication management strategies and when medication changes should be considered; 4) Discuss the variety of multidisciplinary treatment modalities that are efficacious for acute care patients; 5) Discuss how patient treatment is impacted by their forensic situation, including admissions hearings, clinical review panels, and court ordered patients; 6) Discuss specialized discharge issues, including forensic and DDA patients; and 7) Implement recommendations for patient treatment and discharges.
 Open to current SHC employees only.
1.5 hours CME Credit*

Medical Grand Rounds

Topic: Sarcoidosis
Date: Tuesday, July 5, 2011
Time: 10:30 a.m. - 11:30 a.m.
Location: M&S Building, 1st Floor Conf. Rm.
Presenter: Manuel Sevilla, M.D.
Objectives: TBA
 Open to current SHC employees only.
1.0 hour CME Credit*

Morbidity & Mortality Conference

Date: Wednesday, July 13, 2011
Time: 1:30 p.m. – 3:00 p.m.
Location: M&S Building, 1st Floor Conf. Rm.
Presenter: Swadesh Bhatiani, M.D.
Topic: TBD
Objectives: TBA
 Open to current SHC employees only.
1.5 hours CME Credit*



*The Springfield Hospital Center is accredited by MedChi, The Maryland State Medical Society to provide continuing medical education for physicians.

*The Springfield Hospital Center designates these educational activities "for up to" 2.0 Credit Hours in Category I credit towards the AMA Physicians' Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

EEO BRIEFING

Equal Employment Opportunity Briefing for Hiring Panels

Date: 8/1/11
 Time: 1:30 pm - 2:30 pm
 Where: Staff Development and Education Department

Please call x7260 or x7261 to register.

FAIR PRACTICES

Per DHMH policy, a hiring panel is required for any position of grade 16 or above. Prior to the interview, each selected panelist is required to attend an EEO briefing. This training is conducted to convey DHMH guidelines of fair hiring practices and to assist the panel in conducting an efficient process.

First Aid Training Classes - 2011

Tuesday, July 12, 2011

7:30 a.m. - 10:30 a.m.

Tuesday, September 6, 2011

7:30 a.m. - 10:30 a.m.

1:00 p.m. - 4:00 p.m.

Thursday, September 8, 2011

12:00 a.m. - 3:30 a.m.

Tuesday, November 1, 2011

7:30 a.m. - 10:30 a.m.

Thursday, November 10, 2011

12:00 a.m. - 3:30 a.m.

Tuesday, January 10, 2012

7:30 a.m. - 10:30 a.m.

1:00 p.m. - 4:00 p.m.

Tuesday, March 6, 2012

7:30 a.m. - 10:30 a.m.

Class size is limited to 10 participants. Priority will be given to employees working in the Assisted Living Units or Maintenance. Please register in advance by calling x7260 or x7261.

Jo Manion, Ph.D.

Leadership Development Webinar Series



It is not too late to participate in the remaining webinars in Jo Manion's series:

“Appreciative Leadership: Positive Principles for Transforming Your Workplace”

being held at SHC. Pre-Registration is required. Look for the emails containing registration information. The remaining topics and dates are as follows:

- 6/28/11 “So You Wanna Be A Coach?”
- 7/12/11 “Creating Effective Rewards & Recognitions”
- 8/2/11 “Building Accountability Into the Work Culture”
- 8/16/11 “Managing Performance”
- 8/30/11 “Creating Shared Leadership Teams”
- 9/15/11 “Conflict Resolution for Today's Leader”
- 10/04/11 “Appreciative Inquiry & Polarity Management as Alternatives to Traditional Process Improvement”
- 10/18/11 “Managing During Times of Extreme Change!!”

The webinars are open to all Department Heads, Managers, Supervisors and Aspiring Leaders. Space is limited and priority consideration will be given based on management level. Nursing staff may obtain CNE credit for these webinars, so please be prepared to provide your license number at each session.

Check your email for future registration information. Any questions, call Candace Malone in SD&E on x7620.

We hope to see you there!

Quick Facts

Computer Use and Eye Strain



Staring at your computer screen, smartphone, video game or other digital devices for long periods won't cause permanent eye damage, but your eyes may feel dry and tired.

And, although there are no long-term studies, Eye M.D.s say there is no reason to be concerned that 3-D movies, TV or video games will damage the eyes or visual system. Some people complain of headaches or motion sickness when viewing 3-D, which may indicate that the viewer has a problem with focusing or depth perception. Also, the techniques used to create the 3-D effect can confuse or overload the brain, causing some people discomfort even if they have normal vision. Taking a break from viewing usually relieves the discomfort.

What causes computer-use eyestrain?

- ◆ Normally, humans blink about 18 times a minute, but studies show we blink half that often while using computers and other digital screen devices, whether for work or play.
- ◆ Extended reading, writing or other intensive "near work" can also cause eyestrain.

What to do:

- ◆ Sit about 25 inches from the computer screen and position the screen so your eye gaze is slightly downward.
- ◆ Reduce glare from the screen by lighting the area properly; use a screen filter if needed.
- ◆ Post a note that says "Blink!" on the computer as a reminder.
- ◆ Every 20 minutes, shift your eyes to look at an object at least 20 feet away, for at least 20 seconds: the "20-20-20" rule.
- ◆ Use artificial tears to refresh your eyes when they feel dry.
- ◆ Take regular breaks from computer work, and try to get enough sleep at night.

Computer-use eyestrain can be made worse by:

Sleep deprivation. When you get less sleep than you need, your eyes may become irritated. During sleep our eyes rest for an extended period and are replenished by nutrients. Ongoing eye irritation can lead to swelling and infection, especially if you wear contact lenses.

- ◆ If you have to be at your computer for a marathon work session, take regular rest breaks or "power naps," if possible.
- ◆ Apply a washcloth soaked in warm water to tired, dry eyes (with eyes closed).
- ◆ Use tired or sore eyes as a signal that it's time to stop working and get some rest or sleep.

Incorrect contact lens use. If you wear contact lenses, it's important that you use and care for them properly - especially if you use a computer and other digital-screen devices often. This helps avoid eye irritation, swelling, infection and vision problems.

- ◆ Give your eyes a break: wear your glasses!
- ◆ Don't sleep in your contact lenses, even if they are labeled "extended wear."
- ◆ Always use good cleaning practices.

There are some important things to keep in mind when cleaning your contact lenses. You should:

- ◆ Avoid touching the lenses with water; use fresh solution every time for cleaning and storing.
- ◆ Rub your contacts when you clean them, even if you use a no-rub solution.
- ◆ Clean your storage case regularly (with fresh solution, not water) and replace it every 2 to 3 months.

Stop wearing your contact lenses and see an ophthalmologist (Eye M.D.) right away if you develop any of these problems: Eyes that are red, blurry, watery, sensitive to light, or sore; eye swelling or discharge.



“Back to Basics” Safety Tip

July, 2011

This month’s safety tip is a review of our response to an employee injury or employee exposure to blood or body fluid. Overall, we do a good job in responding to emergencies. But there are a few details that we tend to overlook or forget.

1. If the situation warrants it, call ext. 3333 to activate emergency response, e.g., a Code Blue (life threatening medical emergency) or a Code Green (behavioral emergency). You may also call ext. 3333 to announce a Code Brown (non-life threatening medical emergency), which will summons the help of a physician and nurse manager.
2. If you are exposed to blood or body fluid: wash the area well with soap and water.
3. For an exposure OR an injury: tell your supervisor as soon as possible. Paperwork (MVR, etc.) must be completed. Remember to be specific in your description of the incident, and include the names of any witnesses. If there is an exposure to blood or body fluid, the Director of Preventive Health and Infection Control must be notified as well.
4. A physician may evaluate you. You will have the opportunity to go to Concentra or, if necessary, to a hospital emergency room.

Remember: in the case of an exposure to blood or body fluid, don’t delay in reporting the incident and being seen at Concentra. Preventive measures can be taken if you have been exposed to HIV or hepatitis B.

What is an EXPOSURE? It is an injury through the skin (a cut with a sharp object, or a needlestick); or contact with a mucous membrane (eyes, mouth) or non-intact skin (for example, chapped or cut skin) by blood, tissue, or other body fluids that are potentially infectious. Blood and body fluids with visible blood in them are considered potentially infectious, as are semen and vaginal secretions and some other fluids. The following fluids and secretions are NOT considered potentially infectious unless they are visibly bloody: feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus.

Training Services Division News: An employee can register, through their Registration Coordinator, for classes anytime during the specified month and can take the course during that same timeframe. If the employee does not complete the course during the registered timeframe, the employee's unit/administration/department will be charged the No-Show fee of \$50. Additional course information can be found at <http://www.dhmf.state.md.us/tsd/cat/listingall.htm>

E-LEARNING COURSES

Americans with Disabilities Act (ADA) Supervisors Workshop
 Corporate Compliance/Health Insurance Portability & Accountability Act [HIPAA] Awareness Program
 Corporate Purchasing Card Certification Course
 Contract Fulfillment Team
 Drug Testing Policy - Supervisory Training
 Driver Improvement Program (DIP)
 Small Procurement
 Six Dumb Ways to Kill Employee Morale

PEP Supervisor's Part I
 Drug Testing Policy -- Employee Briefing
 Equal Access Compliance (EAC) Training
 Identifying & Responding to Workplace Threats (IRWT)
 Domestic Violence and The Workplace Employee Briefing
 Domestic Violence and The Workplace Supervisory Training
 CPR/First Aid/Defibrillation (by special request only)
 Employee Relations - Part 1
 Survive the 10 Toughest Conversations Every Supervisor Dreads

Other Training Services Division Educational Opportunities

Training Services Division FY12 Training Calendar was not available at time of publication of this newsletter. You can check the website directly at <http://www.dhmf.state.md.us/tsd/new/tp.htm>. Just click the link "Current Calendar".

Class size is limited to 12, therefore the date you request is not guaranteed. If you have submitted an enrollment form and have not been notified by the IRMA scheduling coordinator to attend, the class you requested has been filled. In the event you cannot attend after you are confirmed you may cancel up to 3 business days before the course or send a replacement. IRMA is pleased to continue offering all open enrollment courses to DHMH personnel free of charge. However, a \$75.00 charge will be assessed for confirmed participants who fail to attend the course. All of these classes are held at 201 West Preston Street in Baltimore. For more information about how to register, contact SDED at ext. 7260. **DHMH Inclement Weather Policy** (For IRMA Classes listed below): If the Liberal Leave policy is in effect for DHMH, any scheduled classes will be postponed until a later date. To find out if the Liberal Leave policy is in effect, you can call the DHMH Emergency Telephone Line at 1.877.285.6407. Scheduled classes will also be postponed if Baltimore City or Baltimore County schools are delayed or closed due to inclement weather. The scheduled individuals will be rescheduled and notified automatically and need not reapply for the class.

The IRMA FY12 Training Calendars were not available at time of publication of this newsletter. You can check the website directly at <http://indhmf/training/>. Just click the link "CALENDAR".