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Staffing Office Newsletter

*The Staffing Office Newsletter* is published for the staff members of the University of Missouri Health system Staffing Support Serviceline.

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Visit the Staffing office online at:
https://www.mymuhealth.org/staffing-services

Read Past newsletters online at:
https://www.mymuhealth.org/newsletters
What should you do with unwanted email?
Do you know what to do with email you don’t want? A quick and simple approach to eliminating these is to right-click on the message, choose “Junk” from the menu, and then select the option to “Block Sender.” Future e-mail from that sender will go to your junk email folder. Emails designed to get you to reveal private or secure information are known as “phishing” messages. Don’t click the link or forward the email; open a new message to Abuse@Missouri.edu and attach the suspicious message to it.

CED Website and Contact information

The Center for Education and Development has updated the Web address for the Learning Center (Pathlore). If you have bookmarked the site, you may need to update it. Please visit ced.muhealth.org and click on “Learning Center” to find the new link to save.

The CED has also added more direct phone lines for those who need to contact the center.

- 884-8626: The primary Center for Education and Development number, please call for class registrations or cancellations, room reservations, access to the Quarterdeck building or other general questions.
- 884-2751: Please call this number for information about an American Heart Association Card (AHA) order or other AHA materials.
- 884-1857: Please call this number for questions about the Pathlore learning management system, annual mandatory requirements, training module issues, the CED website, annual health screening or flu immunization enrollment issues.
- 884-0728: Please call this number for questions about Electronic Medical Record training.

The New MU HEALTH Today is here

The new MU Health Today has made it to your inbox. Your daily email newsletter has a brand new look and feel. The new design is responsive, meaning you can easily read it on any screen, including tablets and phones – perfect for our busy employees who are always on the go.

MU Health Today is the newsletter for the entire MU Health system. It’s the best way for you to find out what’s going on throughout the system and for you to share your news with the rest of our employees.

You can submit your news by using the forms at www.mymuhealth.org/submissions.

Missed an issue? Find all issues with searchable content at www.mymuhealth.org/muhealthtoday.

Need to contact us? Send an email to muhealthtoday@health.missouri.edu.
**Alarm Management Module**

Don’t forget to complete the Alarm Management Module located on the CED website. MUHC clinical bedside caregivers are asked to complete by December 1\textsuperscript{st} 2015. CED recently generated a completion report and only 66 staff members of our Serviceline have attended to the education. Please complete by the requested deadline of December 1\textsuperscript{st} 2015.

The module is listed as **WBT274-16 Alarm Management** and is mandatory education for all clinical bedside caregivers who interact with patient care monitors.

**Patient Observer Room Protocols**

UMHC Nursing Education is currently accessing staff awareness and knowledge regarding **Patient Observer** room protocols. If you are a **Nurse, Safety Monitor or CTA-C** that interacts with ‘sitter’ patients please take a moment to participate in the following anonymous survey. The survey should take approximately 8-10 minutes to complete. The final survey question will prompt you for credentials so you can be entered into a prize drawing for a $25 dollar gift card to the MU Health Care gift shop. Providing identifying information for the prize drawing will not impact the anonymity of your responses.

Please complete the survey no later than Monday, November 30, 2015.

Survey Link ➔ [https://www.surveymonkey.com/r/7F9XNG8](https://www.surveymonkey.com/r/7F9XNG8)

**Using your University Email**

When corresponding with the Staffing Office we ask that you use your MU Health Care email account to ensure it reaches its intended recipients. Occasionally Outlook SPAM filters may unintentionally move your correspondence to the JUNK email file, which could cause it to be overlooked.
Thank you to everyone who has shown such rapport and patience the last few months while our facility underwent further improvements. Here is an update on the planned move dates and final locations for the various parts of our Serviceline family.

Lisa Wilkinson, Clinical manager: Moving 12/07/15 to UH 4W-03
House Managers/STAT Nurses: Moving 12/07/15 to UH 4W-01
Serviceline Specialists: Moving 12/07/15 to UH 4E-02
Dialysis: Currently under construction. Details to follow
Staffing Office: Moving 12/11/15 to UH 4L-05 (Former Patient lounge next to the Green Elevators)

Questions? Call 882-8075 or email UMHSSTAF@HEALTH.MISSOURI.EDU
Take the opportunity to catch up on any patient care related emails you might have missed! Click on any of the links below to read up on an important email items sent this last month to your university email account.

**Bridge Blood Handouts**

**Patient Safety Newsletter**

**MU Recent News and Events website**
http://missouri.edu/statements/updates.php
Beginning in November 2015, the Molecular Pathology department will be performing the Hologic Aptima HPV Assay in-house. This method will replace the Digene Hybrid Capture2 HPV method that is currently being performed in the Cytology department. The **NEW required specimen** needs to be cervical specimens collected in **ThinPrep Pap Test vials** containing PreservCyt Solution and collected with broom-type or cytobrush/spatula collection devices. Digene Specimen Transport Media tubes will **NO** longer be acceptable. **Please discard all of these devices as soon as possible.** If a Digene Specimen Transport Tube is received it will have to be cancelled and recollected, unless a Thinprep vial was also collected. Only one ThinPrep vial is needed for both a Pap test and an HPV test. If you have any questions, please contact the Molecular Pathology department at 882-1305.

Thank you,

William V. Miller, MD  Professor of Clinical Pathology  
Director, Clinical Laboratories and Transfusion Medicine  
Department of Pathology and Anatomical Science  
M263 Medical Sciences Building  
One Hospital Drive  
Columbia, MO 64212  
573.884.4879
Clinical Engineering has loaded all 275 pieces of equipment manuals into Navex.

https://muhealth.policytech.com/
How to find Kronos Clocking instructions

If you need directions for using the Kronos clocks just check out the Staffing Support Services Payroll webpage. It has print friendly directions for every clocking procedure staff might encounter. If you are having trouble finding the specific directions you need, just email umhsstaf@health.missouri.edu

⇒ https://www.mymuhealth.org/payroll

How to SYNC iPhone with University Email Account

Keep up with your University email correspondences by syncing your account with your iPhone. The link below will walk you through each step!

⇒ https://www.mymuhealth.org/workfiles/Nursing/Staffing/SYNC_iPHONE_with_outlook.pdf
When you sign up for a CED class such as PALS, BLS, etc. they will send the learning materials to your home department. If you staff for the Staffing Support Serviceline family your CED materials will be sent to the Staffing Office. All Serviceline staff have a hanging file folder in the staffing office that is used for campus mail, including CED learning materials. If you recently signed up for a class and are wondering if the learning materials have arrived, just call the Staffing Office at 882-8075 to check on their status. The materials are eventually returned to CED if staff don’t retrieve them in a timely manner.
Finding Equipment Manuals in Navex

Log in to Navex Policy Tech and find Equipment Manuals on the menu.

Click on the “plus” sign next to Equipment Manuals to open up the options of Clinical & Non-Clinical. There are 275 equipment manuals located in the Clinical section.

All entries in the Clinical Equipment section start with “Clinical Equipment” and are then followed by the name of the piece of equipment as it is listed in the operating manual. The list of equipment is alphabetized.

Select the equipment and the manual will open.

If an operating manual for a piece of equipment you use is not listed notify Lisa Kile in Clinical Engineering to get this added. If the exact name of the piece of equipment is known the “Search” feature is also helpful.
OR AS DIRECTED BY MANAGER

MAY 10 2016 WILL BE THE FINAL COMPETENCY FAIR FOR FY16

PRE-ENROLLMENT FOR THE COMPETENCY FAIR IS NOT NECESSARY.

SIMPLY SELECT FROM THE DATES BELOW AND ATTEND DURING THE TIME FRAME INDICATED.

THE COMPETENCY FAIR MAY TAKE UP 3 1/2 HOURS (DEPENDENT ON TITLE, UNIT AND WAIT TIMES)

PLEASE ALLOW SUFFICIENT TIME FOR COMPLETION.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Date</th>
<th>Time</th>
<th>Location of Competency Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH</td>
<td>02/16/2016</td>
<td>07:30-17:00</td>
<td>Sinclair School of Nursing Simulation Skills Lab, S351</td>
</tr>
<tr>
<td>UH</td>
<td>03/29/2016</td>
<td>07:30-17:00</td>
<td>Sinclair School of Nursing Simulation Skills Lab, S351</td>
</tr>
<tr>
<td>WCH</td>
<td>04/13/2016</td>
<td>07:30-17:00</td>
<td>Women's and Children's Conference Rooms</td>
</tr>
<tr>
<td>UH</td>
<td>05/10/2016</td>
<td>07:30-17:00</td>
<td>Sinclair School of Nursing Simulation Skills Lab, S351</td>
</tr>
</tbody>
</table>

CORE STATIONS WILL BE AT ALL LOCATIONS

QUESTIONS? PLEASE CONTACT JAIME DODSON  
CENTER FOR EDUCATION AND DEVELOPMENT  
EMAIL: DodsonJa@health.missouri.edu  
PHONE: 573-882-2959
Register TODAY for the “Ending Workplace Hostility” course on the CED website http://ced.muhealth.org/

Course Code: CLT998

*Mandatory for all nursing staff
URGENT Patient Safety Alert
Pressure Ulcer Prevention - Patient Turning/Repositioning
IT’S TIME FOR ACTION!!!

Issue Date: 11/5/15

Who Needs to know: All Inpatient Units at UH, WCH, MOI, MUPC and Ellis Fischel

Message:
The risk of developing a pressure ulcer increases when a patient does not change positions for an extended amount of time!

Many patients are at a higher risk for developing pressure ulcers because of their condition, nutritional status and/or mobility issues.

ACTION STEPS:
• Assess your patient’s skin integrity every shift
• Know your patient’s Braden Score—<18 requires intervention
• Change positions at least every two (2) hours in bed
• Change positions at least every hour in a chair or wheelchair—and “lift-up” every 15 minutes
• Keep pressure off the pressure points
• Monitor self-turn patients for position changes
• At all times, use a pressure reducing device for the bed and chair
• Document turns/position changes in the EMR

Share this message with all staff!

If any questions please contact Staci Walters, RN, Patient Safety 884-2124

IT’S TIME TO MOVE!!!
Clocking in Early by more than 6 minutes—UMHS Policy Reminder

We have been asked to remind everyone that it is a policy violation **clocking in early by more than 6 minutes** unless it was approved. If you are specifically asked to clock in earlier than expected, please contact the Staffing Office to let us know that the adjustment occurred with your schedule. We will then update the schedule to match the change so that the activity isn’t marked as an occurrence. Kronos will be tracking early clock-in times that amount to more than 6 minutes and will flag the activity, which may result in disciplinary action for staff that are not reporting the changes or were approved to clock in early. We do appreciate everyone adjusting to meet UMHS policies regarding this topic.

If you would like to read the policy, you may do so here:


Once you have navigated to the policy see item (5) on the numbered list.

You can contact the staffing office at umhsstaf@health.missouri.edu or by calling 882-8075 if you have questions about this correspondence or the policy expectations discussed.