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### Patient Care News: August 2013

St. Cloud Hospital

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# Patient Care News

August 2013

## The Future of Nursing: Leading Change, Advancing Health

The Institute of Medicine (IOM) recommendations focus on key messages for nursing related to practice, education and training. Recommendation #4 address the goal of increasing the proportion of nurses with a baccalaureate degree to 80% by the year 2020.

Please click below to view the complete IOM report:

Link: [The Future of Nursing: Leading Change, Advancing Health](#)

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## First Choice PTO Planning Calendars

Terri Krause, Coordinator for Staffing/Scheduling  
Patient Care Support

**The First Choice PTO Process will open up to staff starting Tuesday, September 3, 2013.** All skill levels will be divided into tiers A, B, C and D and will be given a specific timeframe for submitting their requests starting with our most senior staff in tier A. Each staff member will receive an email with their tier designation along with details on how and when to submit your First Choice PTO requests.

### The timeline is listed below for your convenience:

- The schedule views starting with January 5, 2014 through January 3, 2015 will be open via Web Scheduler for staff to select their First Choice PTO starting Tuesday, September 3rd. **Important Note:** Your scheduled weekend shift rotations (A, P, D, E or N, etc.) may be adjusted to a different shift rotation at a future date based on unit needs and/or adjustments to be made for holidays, LOAs etc.
- All units will be using a tier group process for submitting requests utilizing Web Scheduler. You will receive an email from your Scheduling Associate indicating your tier group assignment and detailed instructions for submitting your requests **on or before August 30th.**
- Approvals and/or denials will be communicated via web scheduler by the date indicated in your instruction email.
- Requests for Additional PTO will be accepted from all staff starting Tuesday, November 5th. These requests will be granted on a first-come; first-served basis. Seniority is not a factor unless more than one request is received on the same day for the same time period.

### Keep the following in mind when selecting your PTO Requests:

- In order to receive pre-approval for your request, you must be selecting a minimum of a 7-day stretch of time off and the PTO hours needed to cover this request must be equal to half of your hired hours.
- During prime-time months of June, July and August, you are limited to a two-week block of time for your selection.
- Check your eligibility within the policy guidelines when selecting a “weekend only”. “Weekend only” is never granted for holiday weekends or weekends on either side of the holiday, especially for the weekends on either side of Christmas, New Year’s and the 4th of July. Keep in mind, during First Choice PTO, a “weekend only” will not be granted if it would result in “bumping” someone from taking a 2-week (or more) stretch of PTO.
- You need to make sure you will have the adequate number of PTO hours needed for your requested time off. If, at the time of schedule development, the entire amount of PTO hours needed to cover your request are not available in your PTO bank, your time off will not be scheduled.

Please refer to the [Staffing/Scheduling: PTO, Scheduled and Unscheduled, Guidelines Patient Care Areas policy](#) (click title for link) for further clarification of PTO/holiday time off. You may also access this policy on CentraNet by selecting the “Policies/Procedures” tab, clicking on “CentraCare St. Cloud Hospital” and then selecting the “Patient Care Manual” section. Also refer to your Unit’s Specific Scheduling Guidelines for any further clarification.



## Exciting News from the Staffing Office! Red Alert Messaging System

Terri Krause, Coordinator for Staffing/Scheduling  
Patient Care Support

The Staffing Office implemented the Trial of the Red Alert Messaging System on Monday, August 5th for picking up staff for the daily staffing unit needs.

Who are the trial units?

- House Float Pool
- Intensive Care Unit
- Emergency Trauma Center

What is Red Alert?

- The Staffing Office will use Red Alert to send an automated call, text and/or email to staff when we are in need of help for a shift.
- Red Alert will replace the personalized daily phone calls you currently receive from the Staffing Office.

We are in the process of collecting the contact information from the Phase 2 units.

Phase 2 Units will consist of the following units:

- FBC, Peds and NICU
- Med1, Med2/MPCU and Med/Onc
- Bone and Joint, Neuroscience Spine and Inpatient Rehab

Phase 3 Units will consist of the following units:

- Telemetry, CCU and CVTU
- SUR1 and SUR2
- Adult Mental Health and Adolescent

**Important reminder to staff:** Please note the Staffing Office will be “mass alerting” staff when there is a need and will not be checking to see if you are currently working, have worked the night before, etc. You will be contacted based on the method you choose. You may be contacted in more than one way and have more than one contact number. If you decide you would like to change your contact method or add additional methods, please contact your Scheduling Associate so your Red Alert profile can be updated.

We are very excited to begin utilizing this system and look forward to your feedback! Thank you!

## Staffing/Scheduling Policy Changes

Terri Krause, Coordinator for Staffing/Scheduling  
Patient Care Support

**Staffing/Scheduling: PTO, Scheduled/Unscheduled, Guidelines, Patient Care Areas policy:** A recent review of this policy, related specifically to the Baylor category of staff, was done by a subgroup consisting of Phil Martin, Linda Tauber, Kate Van Buskirk, Aleen Roehl, Cindy Flatley and Terri Krause. The subgroup compared the number of hours both part-time and full-time employees accumulate based on the benefits program and related this back to the policy based on a 48 hour Baylor position (part-time) and a 72 hour Baylor position (full-time). The subgroup review resulted in a recommendation to increase the number of weekends allowed off for Every Weekend Pattern or Modified Three of Four (Baylor's) category of staff. This policy was approved at Resource Management Committee with an effective date of September, 2013 to coincide with our Annual First Choice PTO Process.

The number of weekends allowed off will be as follows:

- Completion of 1 year of service – 3 weekends
- Completion of 2-5 years of service – 4 weekends
- Completion of 6-19 years of service – 5 weekends
- Completion of 20+ years of service – 6 weekends

**Staffing/Scheduling: On-Call (Off Premise) and Hospital Time Off (HTO) policy (for areas utilizing Centralized Staffing Services):** A recent review of this policy resulted in a recommendation to discontinue our current policy guideline that have us rotate requests for On-Call/HTO over the weekends and to use the same system for granting requests on weekends as we do for the holiday requests. The holiday request system grants the request for On-Call/HTO to the most senior person requesting for the shift provided patient care needs are covered. This change in policy was approved by Resource Management. We believe this will change will simplify things for both the unit staff and for the Staffing Office. This policy change will be implemented with the start of the September 15, 2013 schedule.

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## Clinical Ladder

Congratulations to the following RNs for achieving and/or maintaining their Level IV or III Clinical Ladder Status:

### LEVEL IV

Kristin Gjeraset, RN Neonatal Intensive Care

- Created "NICU Transport" Checklist
- Member of NICU EBP Project "Transition to NICU Private Rooms"
- Instructor for NRP Classes
- National Certification in Neonatal Intensive Care Nursing, RNC-NIC

### LEVEL III

Karen Bander, RN Center for Surgical Care

- Developed "Pediatric Surgery Handbook"
- Member of EBP "Moving Parents of Pediatrics into PACU"
- Assisted in Creation of New Policy "Family Visitation in PACU"

Holly Boxell, RN Intensive Care

- Developed Poster for Staff on "Workplace Violence"
- Member of CPCC
- Preceptor

Donna Gregory, RN Oncology

- Facilitates Display Boards on "Organ Donation" Process
- Member of PI Committee
- Oncology Certified Nurse, OCN

Mallory Mondloch, RN SUR 1

- EBP Poster Presentation "Reducing Falls in the Acute Care Setting"
- Member of SCRUBS
- 2013 Employee Campaign Ambassador

Joyce Salzer, RN Adult Mental Health

- Member of the MHU Redesign Team
- EPIC Super User
- National Certification in Psychiatric and Mental Health Nursing

Barbara Stanley, RN Neonatal Intensive Care

- Facilitates Weekly "Amazing Baby" Cass for Parents
- Member of EBP "Transition to a New NICU" Committee
- National Certification in Neonatal Intensive Care Nursing, NCC

## Upcoming Education and Professional Development

### August 2013

- 13/14 ONS Chemotherapy & Biotherapy, 8am-4:30pm, Hughes/Mathews Room - Plaza
- 14 Neonatal Resuscitation Program, 8am-12pm and 1pm-5pm, Aspen
- 22/23 Basic Electrocardiography (ECG), 8am-4pm, Skyview
- 26 AHA Pediatric Advanced Life Support (PALS) Refresher Course, 9am-5pm, Hughes/Mathews - Plaza
- 27 AHA Advanced Cardiac Life Support (ACLS) Refresher Course, 9am-5:30pm, Spruce
- 29 American Heart Association PEARS (Pediatric Emergency, Assessment, Recognition & Stabilization), 8:30am-3:30pm, Skyview
- 29/30 Healing Touch Certificate Program (HTI), Level 1, 8:30am-6pm, Plaza

### September 2013

- 10 AHA Advanced Cardiac Life Support (ACLS) Refresher, 7:30am-4pm, Windfeldt - Plaza
- 11 Neonatal Resuscitation Program, 8am-12pm and 1pm-5pm, Birch
- 16/17 AHA Advanced Cardiac Life Support (ACLS) Initial Course, 8:30am-5pm & 7:30-11:30am, Windfeldt - Plaza
- 20 American Heart Association PEARS (Pediatric Emergency, Assessment, Recognition & Stabilization), 8:30am-3:30pm, Skyview
- 21/22 Healing Touch Certificate Program (HTI), Level 1, 8:30am-6pm, Plaza
- 23/24 Med/Surg Certification Review Course, 7:30am- 4:30pm, Windfeldt - Plaza
- 25 Alzheimer's Education Seminar, 9am-11:30am & 1pm-3:30pm, SBSC, Bonn Great Room
- 26/27 Basic Electrocardiography (ECG), 8am-4pm, Skyview

