

This Week at MCL

A Memorandum to the Employees of The Medical Center of Louisiana, New Orleans
Charity Hospital Campus ▪ University Hospital Campus

December 6-12, 2004



2004 Heart Walk a Success!

Under sunny skies, a large group of employees representing many departments within MCL turned out on November 6 at City Park to support the American Heart Association's annual fund-raising event. MCL's Chief Executive Officer **Dr. Dwayne Thomas** and Chief Administrative Officer **Adler Voltaire** proudly carried our Medical Center of Louisiana banner throughout the 3.1-mile walk. Burgundy t-shirts bearing the letters MCLNO and sporting our theme "Where Miracles Happen" far

outnumbered all others. In our first year of participation, over 250 MCL employees raised an impressive \$23,826.55 to help AHA save lives – almost \$5,500 more than the next highest earning company in New Orleans! The top MCL team, **PeriOperAtive Professionals** (Operating Room), led by Team Captain **Tracy Narcisse**, raised \$4,859.40. All who participated demonstrated to the New Orleans community how MCL employees live our core value *Teamwork!*

Parking Rates Set for Increase.

Parking rates for Louisiana State University Health Sciences Center (LSUHSC) and the Medical Center of Louisiana have been approved for an increase effective January 1, 2005. Since the costs of providing parking services for LSUHSC and MCL continue to escalate, it has become necessary to

increase the fees for parking privileges. This increase will be used for parking improvements and for land acquisition to increase parking capacity and to replace parking lots that will be lost next year when construction begins on several new buildings. The Parking Committee has conscientiously worked to keep rates as low as possible and will continue

doing so. The new annual rates effective January 1, 2005 are: \$290 for general parking in a surface, non-covered or covered lot and \$523 for reserved parking. Over a year's time, the increase amounts to \$58 for those who have general parking and \$105 for those who have reserved parking.

Those presently paying for parking via payroll deduction must fill out and sign a new Agreement to Comply with MCL Policy 0050 – Parking at the Medical Center of Louisiana. The agreement is available on the U drive in the MCL Policies folder (find the document entitled Parking Contract) or from the MCL Parking Office by calling 2-4763. Once the agreement is signed, either send or bring it to suite 702, University Medical Office Building, 2025 Gravier Street. **The deadline is Friday, December 17, 2004.**

If you have questions or concerns, please contact the MCL Parking Office at 2-4763. Thank you for your cooperation.

Pastoral Care Services Added.

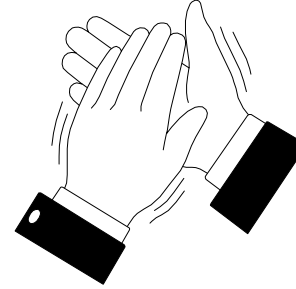
In order to better serve the spiritual needs of our hospital community, the Pastoral Care Department on Charity Campus has begun a Sunday worship service in the chapel on 6 West at 9 a.m. The Catholic Mass will continue to be celebrated at 10:30 a.m. on Sundays. All staff, patients and families of patients are invited to participate in either or both services.

Happy Retirement!

The following people have been invited to a retirement luncheon in their honor on December 10: (The number notes years of service.) **Richard Barrow**, Anesthesiology (20); **Eliza Mae Berry**, Environmental Services (25); **Leona Brown** (31), Nutritional Services; **Carrie M. Caldwell**, OB/GYN Clinic (30); **Robert Chamberlain**, Police (26); **Don J. Fos**, Radiology (36); **Barbara G. Gray**, Central Supply (25); **Wayne J. Higginbotham** and **Celestain Joseph, Sr.**, Facility Management (both 22); **Louise Hinton**, Satellite Clinic (25); **Wilmer Jones**, Surgical Services (12); **Anthony Parnell**, Human Resources (30); **Gayle Peake**, Coronary Care Unit (22); **Carrie Pembrick**, Pediatrics (30); **Alice Rout**, Neurology (30); **Danny Smith**, HIV (10); **Jerry Talbot**, Recovery Room (12); **Margie B. Thompson**, Surgery (27); **Doris Washington**,

Orthopedics Clinic (26); and **Deborah Willey**, Pathology (30).

Applause! Applause!



Deborah Ratterree Travis, a Sexual Assault Nurse Examiner (SANE) in our Emergency Department, has been appointed to the Louisiana Sexual Assault Task Force established within the Department of

Justice by Act No. 408 of the 2004 Regular Legislative Session. The committee is mandated by law to meet monthly to look at numerous issues including all applicable set laws and rulings; what entities are or should be performing sexual assault exams; and what entities are fiscally responsible and who should be billed.

Annual Report: Just a Click Away.

If you wish to read the 2003-2004 Annual Report of the Department of State Civil Service, go to www.dscs.state.la.us. The first of its kind since the early '70s, the document is filled with interesting information.

Fall Tuition Reimbursement Date Set.

The deadline for tuition reimbursement for fall 2004 is January 12, 2005. If you wish to participate in the program you may obtain a copy of the policy containing a career path verification form from Education/Staff Development or from the U drive in the MCL Policies folder, Policy # 0104. Before you can receive a valid signature form, you must turn in the following: a career path verification form, proof of acceptance/registration at an accredited school, printout of your last 12 months leave, a copy of your current PPR score sheet, proof of payment for class, and your final grade. If you have any questions, contact **Key Bernard** at 2-2687 or kberna@lsuhsc.edu.

Welcome to MCL!

Mercedes Boutte, Pharmacy; **Claudia P. Caldera**, Telemetry Intermediate Care; **Lenore B. Davis** and **Leonard H. Randolph**, Neuro ICU; **Anthony K. Gaines**, Surgical Technician Pool; **Shondalon G. Guillot**, Ambulatory Administration; **Gilda M. Hill**, Regulatory Compliance; **David H. Lampton**,

Environmental Services; *Lakisha A. McKinnis*, Cardiology Telemetry; *Joy J. Melgar*, CCU; *Victoria M. Miller*, Patient Information; *Alvani Smith*, Medical Records; *Trenell R. Smith*, Operating Room; and *Patrick A Spencer*, Laundry.



Micromedex is the web site available through the Medical Center of Louisiana Citrix network as the main tool for use in patient and/or family education material. The Patient/Family Education Committee discourages use of web sites outside of the LSUHSC-HCSD system as teaching tools as there are many poor, inadequate or incorrect sources of information available on the internet.

Once you are in Citrix New Technology Desktop, click on the Micromedex icon, click on The Carenotes™ System, and then search for information on your patient's diagnosis, disease process, treatment regimen, procedure or durable equipment. You can print and individualize patient and family education materials in English and Spanish on hundreds of topics, including Cardiology, Dental Health, Dermatology, Dietetics, Endocrinology, Environmental Health, Gastroenterology, General Surgery, Gerontology, Hematology, Home Health Care, Infectious Disease, Laboratory Service, Mental Health Services, Neonatology, Neurology, Obstetrics/Gynecology, Oncology, Ophthalmology, Orthopedics, Otolaryngology, Pediatrics, Plastic Surgery, Preventive Care, Primary Care, Pulmonary Service, Radiology, Rehabilitation, Sports Medicine, Thoracic Surgery, Transplant Service, Trauma Service, Urology and Vascular Disease.

Education is a two-way street. Review information with our patients and their families and give them opportunities to ask questions and to repeat or demonstrate new knowledge.

For more information about Micromedex, please contact *Ecoee Rooney*, Instructor Coordinator in Education/Staff Development, at 2-2612.

This column is submitted by the Education/Staff Development Department. Please direct any comments to the Employee Opinion Line at 2-3801.

Happenings & Deadlines.

- **The ABCs of Critical Care.** 7 a.m.-3:30 p.m., 9th floor, Charity, Education Department. December 7, "Head and Shoulders Above the Rest: Neuro Assessment, Traumatic Brain Injury, Spinal Cord Injury, Aneurysms, Stroke & ICP Management," with *RNs Victoria Cochran and Jody Zanca*, 8.7 contact hours; December 14, "How do you mend a broken heart? Nursing Management of the Cardiac Patient – MI, Cath Lab Procedures, CABG/Valve Repair, Equipment Use," with *Robin Hensarling, RN*, 8.7 contact hours; December 15, "Critical Care Gumbo: Patient Transport, Moderate Sedation, Neuromuscular Blockade, GI Assessment, GI Bleed & Management, Nutrition, Renal Assessment, ARF, Hemodialysis vs. CRRT," with *RNs Kirsten Berberovich, Marie Childs Sandi and Adrienne Thomas-Poret*, 7.8 contact hours. To register contact *Carolyn Robinson-Thomas* at crobin5@lshsc.edu or 2-5268. Cost: \$10 per class for MCL employees; \$45 for non-employees.

- **Tulane University Health Sciences Center Medicine Grand Rounds.** December 8, noon-1 p.m., Tulane Medical School auditorium, 1st floor, 1430 Tulane Avenue. "The Ultimate Physician: Are we on the right track?" with *Dr. Joseph Borman*, Professor Emeritus and Head, The Joseph Lunenfeld Cardiac Surgery Research Center, Hadassah University Hospital, Jerusalem, Israel.



- **Pre-Holiday Craft Sale.** December 7 & 8, noon-4:30 p.m., LSU lobby, 1542 Tulane. Sponsored by Occupational Therapy Department, Mental Health Services. To support the outpatient transportation fund. (This is not the department's regular plant and craft sale.)

- **"Severe Head Injury Management: A Multi-Modality Approach & The Impact of Brain Tissue Oxygen Monitoring."**

December 9, 8-11:30 a.m., Charity auditorium. No fee; breakfast provided. With *Eileen Malong-Wilensky, RN, MSN, CRNP*, Director of Neurosurgery Clinical Research Division and CRNP/PA Program, Hospital of the University of Pennsylvania Medical Center. 3.5 contact hours provided by Integra NeuroSciences. Space limited; register by December 2 to *Troy Wells* on e-mail or at 2-0491.

- **LSU Health Sciences Center Medicine Grand Rounds.** December 9, 8-9 a.m., 1542 Tulane Avenue, room 413. "Professionalism: Promises & Perils" with

Dr. Herbert Swick, Executive Director, Institute of Medicine and Humanities, St. Patrick Hospital and Health Sciences Center, Missoula, Montana.

- **Haz Mat Decon Team Training.** December 13, University auditorium; December 14, Charity auditorium. The two-day session covers skills and knowledge required to be a Haz Mat Decon Team member. 16.8 contact hours/CEUs for RNs and respiratory therapists. Register in Staff Development, 9 center, Charity Campus. For more details call *Tim Butcher* at 2-2687.

- **Address Update.** To assure that you receive your 2004 W-2 on time Human Resources must have your correct address by Thursday, December 16. All W-2s are mailed from the Payroll Office in Shreveport to your current address in the PeopleSoft system. If you are not receiving your payroll check advice (yellow statement for employees with Direct Deposit) and have moved recently, please go to Human Resources, Butterworth Building, either room 404 or 405, to update your address.

- **Yoplait Savings Lids to Saving Lives Program.** Now through December 20. Please drop off your clean pink Yoplait lids in the office of *Teresa Krutzfeldt*, 4th floor, University Campus, across from the auditorium, or call *Colleen Lemoine* at 2-3767 to arrange to have them picked up. Yoplait will donate 10 cents for each lid up to \$1.2 million to help fight breast cancer.

- **Asthma Group Session.** Tuesdays, 2-3 p.m., General Clinical Research Unit (GCRU), 5 East, Charity Campus. Bring your asthma medications and devices, including inhalers, peak flow meters and spacers; peak flow meters and spacers will be provided if you do not have your own. Anyone with asthma is welcomed. Free, but please call *Adonica Webb* at 574-1767 or 2-0237 if you plan to attend.

- **Exercise Class.** Tuesdays & Thursdays, 4:30-5:30 p.m., Education, 9 center, Charity Campus. For more details contact *Paul Hildreth* via e-mail.

- **Outpatient Congestive Heart Failure (CHF)/Disease Management Teaching Session.** Wednesday, 8-9 a.m. and Thursday, 1-2 p.m., Cardiovascular Clinic, 2025 Gravier Street, room 601. Those who receive their medical care at MCL and have had their diagnosis verified by an echocardiogram are welcomed to attend. Please bring all of your medications to class. For info call *Patsy* or *Yolanda* at 2-3112. Physicians and medical providers **only** can call 903-4652 (this is not a triage line) to refer hospitalized patients who have been evaluated in our Emergency Department to ensure speedy follow-up in the CHF Clinic.

- **LSU/Tulane Multidisciplinary Tumor Board Meeting.** Each Friday, noon-1 p.m., 1542 Tulane Avenue, room 710. Physicians wishing to present a case should call *Nicole Chatelain*, 568-4765.

- **Employee Assistance Programs.** All the following groups meet at LSU Lions Clinic, 2020 Gravier Street, 5th floor. Call 568-3931 with questions or for full details: **Co-dependency Anonymous**, Mondays at noon, free; **AA**, Tuesdays at noon, free; and the **Chemical Dependency Education Group** for those who may be chemically dependent or have family members who are, Thursdays, 4-5 p.m., \$10 per group period.

New/Revised Policies as of 11/29/04.

NEW. 8147 – Separation of Employees: to outline the procedure to be followed when an employee separates from the Medical Center of Louisiana.

REVISED. 1306 – State Travel Regulations: to include the required submission of a copy of a Driver Safety Training certificate with a completed Travel Authorization form when requesting reimbursement for mileage.

The following policies were revised to update with the most current information: **0004 – Responding to Emergency and/or Disaster Situations; 2006 – Materials Management, Purchasing and Procurement; 5008 – Prisoner Care at MCL; 5046 – Notification of Patients Transfused with Potentially HIV or HCV Infectious Blood/Blood Products or Recalled Blood/Blood Products; 5054 – Autopsy; 5055 – “Waived” Testing Performed at MCL; and 8130 – Performance Planning and Review (PPR) System.** (5054, 5055 and 8130 were all extensively revised.)

A revised Table of Contents dated November 2004 is included on the U drive. If you have any questions or concerns about these policies or finding policies on the U drive, please call 2-4761.

This Week at MCL is published through the Medical Center of Louisiana Provider Relations & Marketing Department, *Jeré Hales*, Director, and *Lynn Lorando*, Editor. The editor's office is presently located in the Butterworth Building, 1541 Tulane Avenue, room 409, New Orleans, 70112; the director's office is in room 711, University Medical Office Building. Unless otherwise announced, the deadline for the following week's issue is 5 p.m. Monday. All items submitted must have prior supervisory approval. Thank you.