

This Week at MCL

A Memorandum to the Employees of the Medical Center of Louisiana, New Orleans
Charity Campus ■ University Campus

April 5-11, 2004



Ambulatory Care Services Have “Uniform-ity!”

Left to right, Regina Williams, RN, Oncology Clinic, Carolyn Brown, Clerk, Orthopedic Clinic, and Zanobia Collins, Certified Nurse Assistant, Med Subspecialty, wear their new uniforms by job classification. The staffs of all 17 Ambulatory Care clinics, the Diagnostics & Treatment Department and the appointment office are now wearing new uniforms: the nurses in galaxy blue, the clerks in Navy blue with a white top, and the nurse and dental assistants in seal blue. The staff had been wearing uniforms consisting of a printed jacket since the early 80s, but this is the first time that the uniforms are worn by job classification. Frances Hawkins, Associate Nursing Administrator, Ambulatory Care Services, reports that since the uniform policy went into full force on January 1, 2004, all staff members have been 100 percent in compliance with the standard!

2004-05 HCSD Holiday Schedule Announced.

The following are the approved holidays for the Health Care Services Division for 2004-2005.

Monday, July 5 **Independence Day***
Monday, September 6 **Labor Day***
Thursday, November 11 **Veterans Day**
Thursday, November 25 ... **Thanksgiving Day***
Friday, November 26 **Acadiana Day**
Thursday, December 23 . **Day before Christmas**
Friday, December 24 **Christmas Eve**
Thursday, December 30
..... **Day before New Year's Eve**
Friday, December 31 **New Year's Eve**
Monday, January 17 . **Martin Luther King, Jr.***
Monday, February 7 **Lundi Gras**
Tuesday, February 8 **Mardi Gras***
Friday, March 25 **Good Friday***
Monday, May 30 **Memorial Day**

Ron Broadus, Assistant Administrator, Human Resources, said, "The asterisks denote 'major holidays' for the purpose of paying cash for working on these holidays. The Administrative Council has continued to recognize these as major holidays and intends to compensate holiday pay, based on our financial ability to do so. Each of the holidays will be evaluated based on our budgetary condition at or near the holiday. Additionally, please note that Christmas and New Year's Day are not identified as holidays. That is because they are on Saturdays and not designated as paid days off by LSUHSC/HCSD. We realize that they are major holidays and will be seeking approval to pay for holiday work on those days as well."

Annual Enrollment Now In Progress.

Annual Enrollment is taking place through April 30. During this time, you may come to room 205 in the Butterworth Building to complete paperwork for any of the following: change or drop your health insurance providers, you or your dependent(s) health insurance, and your vision and/or dental coverage; enroll in the dental and vision plans; or sign up for the cafeteria plan which allows the premiums for health, dental, vision and life insurances to be deducted on a tax sheltered basis. If you are eligible for benefits, you should plan to attend one of the Annual Enrollment meetings to

learn of changes in benefits and premiums for the upcoming plan year: in the hospital auditoriums: **April 6** - University, 10 a.m. and Charity, 2 p.m. & 4 p.m. and **April 7** - Charity, 8 a.m. & 10 a.m. and University, 2 p.m.

Tuition Exemption Deadline April 12.

The deadline for all **completed** applications for tuition exemption for the summer semester 2004 is 4 p.m. Monday, April 12. Participants of the fall 2003 semester who have not submitted grades will not be eligible to apply for the summer semester until grades are received by Education/Staff Development. For information please call Mary Fontenelle at 2-0865.



Applause! Applause!
Dr. Dwayne Thomas, our CEO, has been selected to serve as a Louisiana Hospital Systems delegate for the American Hospital Association (AHA) Regional

Policy Board. The Board is the group which discusses and formulates proposed AHA policies and makes recommendations to the AHA National Policy Board. The efforts of each regional policy board are collected from around the country. The AHA policies and legislative efforts are formed as a result of the input from the regional policy boards.

Happenings.

- **Holy Week Schedule of Services.** *Charity Campus Chapel*, 6 West: Mass at 1 p.m. April 5 thru April 8 and 10:30 a.m. Easter Sunday, April 11; *University Campus Chapel*, 2nd floor: Mass April 5 thru April 8 and Easter Sunday, April 11; and Christian Service, 10:30 a.m., April 6.
- **ACLS for Non-Critical Care.** April 7 & 8 in Education & Staff Development, C-900, Charity Campus. \$10. Call 2-2854 to register.
- **LSU Health Sciences Center Medicine Grand Rounds.** April 8, 8-9 a.m., 1542 Tulane Avenue, 1st floor auditorium. "Surgical Treatment of Obesity," with *Dr. John Paige*, Assistant Professor Clinical Surgery, Department of Surgery.
- **Health Call.** *Dr. Karen DeSalvo* will talk about hypertension during this week's Health Call. The show is a repeat so she will be unable to accept calls

during the program. Thursday, April 8, 8 p.m. and repeated Sunday, April 11, WLAE TV.

■ **Hazardous Material Team Training.** April 12, University auditorium, and April 13, Charity auditorium. The two-day session covers skills and knowledge required to be a HazMat Team member. 16.8 contact hours/CEUs for RNs, radiology techs, and respiratory therapists. Register in person, Staff Development, 9 center, Charity Campus. For further details call **Tim Butcher** at 2-2687.

■ **American Heart Association/American Academy of Pediatrics' Neonatal Resuscitation Program.** 9 a.m.-2 p.m., April 14, University auditorium. NRP 4th edition textbook required reference; contact hours awarded. Register in Education & Staff Development, Charity Campus, 9 center. For fee information call 2-2854.

■ **"Forensics New Orleans Style: Solving Mysteries in the Big Easy 2004."** April 16 & 17. Sponsored by MCL Department of Education & Staff Development and the International Association of Forensic Nurses. Among the speakers will be a best selling author of forensic nursing mysteries, a victim of a violent kidnaping who has gone from victim to survivor to thriver, and the FBI, who will speak about serial killer profiles. For a brochure listing all the topics stop by Staff Development, 9 center, Charity, or for more information e-mail **Karen Chabert**.

■ **Interview & Selection Class.** April 21, 1-3 p.m. Offered by Staff Development to help improve a supervisor's interviewing techniques. To register or for dates of future classes call 2-2854.

■ **Exercise Classes.** *Exercise* – Tuesdays & Thursdays, 4:30-5:30 p.m, Education, 9 center, Charity Campus. For further details about the class please contact **Paul Hildreth** via e-mail. □ **Tai Chi** – Thursdays, noon-1 p.m., Lions Clinic, Neuroscience Center. Both classes are free.

■ **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 **a psycho-educational group** for those who may be chemically dependent or have family members who are, Thursdays, 4-5 p.m., \$10 per week for 10 weeks.



Performance Improvement

Pain Management: Affects of Untreated Pain

One of the most important things we can do for our patients is respond to their reports of pain.

Pain will become harmful if left untreated. Surgery, trauma and tumor growth, and the pain associated with each, trigger a number of stress responses in the human body. Ordinarily these responses protect us and are responsible for preventing further damage, slowing blood loss, maintaining blood flow to important organs, promoting healing, and fighting infections. However, if stress is prolonged, these responses can be harmful to the body. Examples of what happens to the body if pain is untreated are:

- ▶ **Heart & Blood Vessels:** increased heart rate and blood pressure, increased blood clot formation
- ▶ **Lungs & Breathing:** decreased oxygen blood levels, decreased cough, retention of sputum, increased respiratory infections
- ▶ **Stomach & Bowels:** bowel function slows down, leading to constipation
- ▶ **Muscles & Bones:** muscle spasms, fatigue, immobility
- ▶ **Immune System:** lower immune response with higher potential for infections
- ▶ **Developmental Effects:** increased physical and emotional responses to pain, increased risk of stress disorders, addictive behavior, anxiety.
- ▶ **Future Pain Experience:** disabling chronic pain, phantom pain, nerve pain
- ▶ **Quality of Life:** sleeplessness, anxiety, fear, hopelessness, increased thoughts of suicide
- ▶ **Emotions:** isolation felt by the person experiencing daily pain with no relief in sight.

The family, loved ones and care givers of the person in pain are also negatively affected by watching the patient's painful experience.

One of the most important things we can do for our patients is to respond to their reports of pain, monitor their levels of pain, and intervene with measures that will properly manage their pain.

For further information about pain or to speak to Donna Earles, Clinical Nurse Specialist for Pain Management, call 2-3261.

INVITATION

In observance of National Cancer Registrars Week April 5-9 you are invited to the Cancer Registry Open House on Wednesday, April 7 from 1-3 p.m., room E802, Charity Campus. The staff will answer questions and provide information on various cancer sites.

The predominant sites of cancer diagnosed at the Medical Center of Louisiana are breast, colorectal, lung, prostate and malignant lymphomas. MCL Cancer Registrars abstract and follow up on approximately 900 to 1,000 cases annually. They compile patient-level data into registries that provide information for health-care providers and health officials to use in monitoring and improving cancer treatment, conducting cancer research, and targeting cancer prevention and screening programs.

The Cancer Registry is vital in the evaluation of cancer care at MCL. The Registry was established in 1948 for the collection, management and analysis of data on patients with cancer. This data is used for research, teaching, grant applications and statistical publications. Patient status is updated annually with lifetime follow-up to record treatment, recurrence and survival.

The MCL medical staff and other medical personnel rely on the Cancer Registry as a source of statistics for research. The registrars are diligent in recording complete, accurate and timely information so that these statistics are valuable and reliable for the researchers.

The MCL Cancer Registry staff members follow the guidelines set forth by the American College of Surgeons. Plan now to visit the Open House on April 7 to meet those at MCL who are experts of cancer data management for a cure.

*Submitted by Miriam Roberts, RHIT, CTR,
Medical Records*

Louisiana and Louisiana Organ Procurement Agency will celebrate National Donate Life Month with an **ice cream social on April 12 from 10 a.m. to 2 p.m. in the lobby of each campus.** Come share the stories of donor family members and organ and tissue transplant recipients whose lives will forever be intertwined by the act of donation, and meet employees within the MCL system whose lives have been affected by organ and tissue donation.

Policy Revisions as of 3/29/2004.

0047 - Patient Visitation: to update the contents with the most current information and to add the following: "Patient visitation by children under the age of 13 years old may be approved by the RN Section Manager or designee and/or the patient's physician when the visit is considered essential to the well being of the patient and/or child(ren). ..."

8130 - Performance Planning and Review (PPR) System: to update the contents with the most current information, to include added information from the LSUHSC HCSO policy, and to add the mandate that all PPRs, to be considered complete, must include an Annual Skill/Competency Validation form, along with verification of attendance at the Environment of Care Cluster and completion of the TB screening.

0066 - Process to Pursue Grant Funding; 5067 - Cancer Staging; and 9002 - Nondiscrimination on the Basis of Age in Educational and Patient Care Programs: to update the contents with the most current information.

If you have any questions or concerns about these policies or finding either them or the revised Table of Contents on the U drive, please call 2-4761.

Away from Work.

Births: Emily Marie, 7 lb., 8 oz., 19 3/4 inches, to **Lloyd Morvant**, Pharmacy, and his wife, Irma; and twins Hillary Grace and Katherine Claire to **Mitchell Cornet, Ambulatory Services**, and his wife, Trina. ■
Condolences to Carrie Thomassie, Nursing Service, on the loss of her grandmother, Anna Foucheux.

This Week at MCL is published through the Medical Center of Louisiana Human Resources Department, Ron Broadus, Assistant Administrator, Lynn Lorando, Editor. The editor's office is located in suite 711, 2025 Gravier Street, New Orleans 70112. **The deadline for the April 12-18, 2004 issue is 5 p.m. Monday, April 5.** Please send information or photos (digital or hard copies accepted) by e-mail to mloran@lsuhsc.edu; through interoffice mail to Lynn Lorando, room 711, UMOB, or by fax at 903-3699 to her attention. All information submitted must first be approved by the appropriate department supervisor. Thank you.

"Life is sweetest when shared."

The theme of this year's organ and tissue donation awareness day is "Life is sweetest when shared." In keeping with that theme, the Medical Center of