

This Week at MCL

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

March 1-7, 2004

Marketing & Public Relations Department Changes Announced.

Because of the impact on the Department of Marketing and Public Relations due to budgetary challenges, **Dr. Dwayne Thomas**, CEO, has announced the following changes to that department effective April 1:

- ▶ **Jerry Romig** will relocate to the Chancellor's office at 433 Bolivar Street, where he will continue in his present position as Director of Communications for the Health Care Services Division – Central Office.
- ▶ **Gay Cassreino, Carol Hubert** and **Norma Larrieu** will be assigned to other areas in their current job descriptions.
- ▶ **Lynn Lorando**, Print Coordinator, will continue to handle *This Week at MCL*, *MediScene* and other print needs and as of March 1 reports to **Ron Broadus** in Human Resources. Her phone (2-3599) and fax (903-3699) numbers remain the same, and until further notice her office is still in room 711, University Medical Office Building, 2025 Gravier.
- ▶ **William Parrish**, who has managed our Trust Fund accounts, will begin oversight of the Medical Center of Louisiana Foundation and will report to the Foundation Board about Foundation accounts and to **Bernie Hebert**, CFO, about Trust Fund issues.
- ▶ **Dr. Peter DeBlieux** has agreed to serve as the Executive Director of the Foundation if his nomination is approved by the Foundation Board of Directors.
- ▶ **Diane Angelico** will handle media calls. Her office is located in the Administration suite on the Charity Campus.
- ▶ The Health Call show will be continued but may undergo a change in format some time in April.
- ▶ Human Resources will assume responsibility for the Employee Emergency Relief Fund, Employee of the Month program, retiree luncheons and other employee-related functions.
- ▶ The Pastoral Care staff will report to **Charlotte**

Godchaux, RN, ANA, Case Management, to dovetail with Social Services.

▶ **Patrice Jenkins**, Volunteer Services, will report to Regulatory Compliance to work in concert with patient representatives and will take over responsibility for the gift cart.

"I know that this is a difficult time for everyone," Dr. Thomas said, "But I ask that you keep our patients and service to them as our central focus and main concern. Thank you for all that many of you do in support of the Medical Center of Louisiana, medical education and our patients."

An Important Message from Human Resources about Working Outside One's Job Description.

During these times of staff reductions, hiring freezes and staff shortages, you may be asked to do things that you normally would not have to do as part of your regular job. You can be asked to perform different or additional duties ongoing so long as the duties can be considered appropriate for your classification. You can be asked or directed to perform duties outside the scope of your classification as long as they are clearly documented and the percentage of time spent on these unusual duties does not exceed 20 percent of the time. That means that you could be asked to perform unusual duties 1.6 hours of the day, eight hours of a 40-hour week or 10 weeks out of a year.

Human Resources uses the following rule of thumb: your major duties cannot change to something outside your classification for more than 30 days without reviewing the impact on your classification and taking appropriate and immediate action to credit you with this experience. If your supervisor/manager needs to have you work outside your classification for more than 30 days, he/she should take certain steps.

If you are asked to perform unusual duties you should do so (unless there are safety issues) but remind your supervisor/manager when you have been performing these duties for more than three

weeks. If nothing has been documented after reminding the supervisor/manager, you should contact Human Resources for guidance and advice.

Your supervisor should be familiar with your classification requirements and job description so he/she will know when you are being asked or directed to perform tasks other than those within the scope of your classification. Any supervisor confronted with staffing issues that require an employee to assume unusual duties should solicit advice from Human Resources.

If you believe that you are being asked to perform unusual duties, ask your manager to clarify the impact of the request on your classification. You should get credit for performing tasks outside your regular job as the time spent doing the additional duties must be officially documented for you to gain experience credit for it.

Please direct any questions or concerns about this or any other classification issue to **Yvonne Richardson**, Classification Manager, at 2-8107. Additional information and directions can also be obtained from the Human Resources FAQ folder on our U drive.

University Cafeteria Undergoes Remodeling

Remodeling of the cafeteria on University Campus begins this week and is expected to take six weeks. During the process, the Food Services staff will do everything they can to provide as many of their current offerings as possible. They ask for our understanding and patience during this time.



Applause! Applause! **Victoria Bell**, Medical Records, has received her second SET (Service Excellence Team) award, and **Yolanda Feast**, Human Resources, was awarded her first.

Interview & Selection Class Scheduled.

Staff Development developed the Interview and Selection class to help improve a supervisor's interviewing techniques. The class will provide supervisors with the tools to conduct a better organized interview by teaching them how to develop their own interview tool to collect the

appropriate data, what to look for when reviewing resumes and job applications, and the legal guidelines to follow during the interview process.

This class is appropriate for all supervisors, especially those newly hired or newly promoted. The class will be offered twice a month as follows:

- March 4, 9-11 a.m.; March 23, 1-3 p.m.
- April 1, 9-11 a.m.; April 21, 1-3 p.m.
- May 5, 9-11 a.m.; May 26, 1-3 p.m.
- June 2, 9-11 a.m.; June 29, 1-3 p.m.

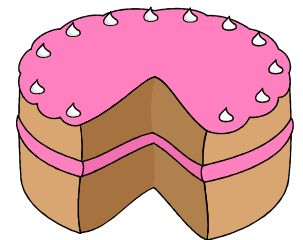
Happenings & Deadlines.

■ **“Weight Loss to Wellness.”** Throughout March. Sponsored by Sodexo and Clinical Nutrition Services in observance of National Nutrition Month next month. 1.) Monday through Friday: MCL dietitians will guide individuals in making selections of healthy meals in each cafeteria; 2.) Tuesdays & Thursdays at 11:30 a.m.: A registered dietitian will track weight – individually or by department – Nutrition Clinic, 8 center, Charity Campus; and 3.) If you bring your lunch from home you can meet in the Nutrition Clinic to view health and fitness weight management instruction videos and participate in a group question-and-answer session.

■ **LSU/Tulane Multidisciplinary Breast Cancer Conference.** Each Friday, 1-2 p.m. following the Tumor Board meeting, 1542 Tulane Avenue, room 710. Physicians who wish to have a case presented should call **Nicole Chatelain** at 568-4765.

■ **Health Call.** **Dr. Stephanie Jupiter** will talk about diabetic foot problems and treatment during this week's Health Call. She welcomes your calls during the program. WLAE TV, 8 p.m., March 4 and rerun at 12:30 p.m., March 7.

■ **Bake Sale.** Friday, March 5, University Campus cafeteria. Conducted by Maternal Child Services from 6:30 a.m. until everything is gone. Proceeds to benefit the annual Kids Fair on March 28.



■ **SANE Training.** March 5. For anyone interested in becoming a Sexual Assault Nurse Examiner. For full details contact **Deb Travis** at 679-9677 or 2-0357.

■ **Hazardous Material Team Training.** March 8,

University auditorium, and March 9, 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, Education & Staff Development, 9 center, Charity Campus. For further details e-mail **Tim Butcher** at tbutch@lsuhsc.edu or call him at 2-2687.

■ **ACLS for Non-Critical Care.** March 24 & 25 in Education & Staff Development, C-900, Charity Campus. Call 2-2854 to register.

■ **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



Nextel Offers Discount to MCL.

Nextel is offering MCL employees discounted prices on several of its telephone models and a 10 percent reduction in some monthly plans. The company's promotional plan for MCL employees is \$54.99 which includes 1,000 anytime cell minutes, unlimited direct connect minutes, unlimited night and weekend minutes, voice mail, caller ID, free long distance and national coverage. For more information please contact Kevin Hanneman at 393-8322 or 382-5149. Employee identification will be required to take advantage of this offer.

MCL Revised Polices: 2/2004

0069 - Use of Cellular Telephones and Other Ambulatory Communication Devices: Revised to update the contents with the most current information, to include restrictions on the use of cellular telephones and personal data assistance

devices (PDAs) with a camera option, and to include information regarding the use of personal cellular telephones while on duty.

1101 - Organizational Fiscal Responsibility: to update with the most current information, to include a flow sheet detailing instructions for department directors to access departmental financial reports via the PeopleSoft System, and to update the cost center listing including Administrative Council members and department directors attached as an exhibit within the policy.

5011 - Organ and Tissue Donation Program: to update the contents with the most current information and to include information about the physicians authorized to declare "brain death" at the Medical Center of Louisiana. According to the revised policy, ". . . the declaration of brain death must be performed by an attending staff physician from one of the following clinical services: Critical Care Medicine, Critical Care Surgery, Emergency Medicine, Neurology, Neurosurgery or the designated chief resident from either the Neurology or Neurosurgery clinic service."

5064 - Acceptance of Verbal Orders and Telephone Orders: to correct a typographical error.

The following policies were revised to update with the most current information: **0005 - Key Control at the Medical Center of Louisiana; 0016 - Smoking; 0033 - Duties of the Administrator On Call; 1312 - Patient Charges; 5003 - Provision of Medical Services to Employees; and 5027 - Safe Medical Devices Act.**

Condolences.

We extend our condolences to **Hortense Dumas**, 6 West Peds, on the loss of her cousin, Sidney Bailey.

■■■

This Week at MCL is published through the Human Resources Department of the Medical Center of Louisiana, Ron Broadus, Assistant Administrator, Lynn Lorando, Editor. The editor's office is located in suite 711, 2025 Gravier Street, New Orleans 70112. Please send information or pictures by e-mail to mloran@lsuhsc.edu; through interoffice mail to Lynn Lorando, room 711, University Medical Office Building, or by fax at 903-3699 to her attention. All information submitted must first be approved by the appropriate department supervisor. Thank you.



Welcome back, Dr. Wright!

Dr. Mary Jo Wright will never forget her 39th birthday: She spent it helping to save lives, not in the Charity Hospital Emergency Room where she is a member of the Trauma Team, but in Baghdad, Iraq. There she served amidst desert storms, 100-plus-degree weather, unsterile makeshift operating rooms, 12-hour days, gun shots and explosions outside hastily erected tents.

Dr. Wright had signed up for the Army Reserve to help finance her medical training. She was called to duty to serve nine months in Iraq, returning to New Orleans in November. Following is a summary of answers she gave to some of the questions asked by reporter Meg Farris for a WWL TV news segment: "I had never been in that part of the world

plus had never been on active military duty. Who knows what to expect? I wasn't nervous operating, but it's certainly a lot different taking care of soldiers. These kids are putting themselves on the line every day. This is a volunteer army and thousands of miles away are their families.

"It was absolutely a life-changing experience. I was scared for my life every day. I can't look at what I do now in the same way. I've become a much more patient and tolerant person and the sanctity of life means a lot more to me."

Among several prestigious medals Dr. Wright was awarded for her time in Iraq is a Bronze Star.

Thank you, Dr. Wright, for your service to our country. Welcome back!