

This Week at MCL

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

January 12-19, 2004



Special Art from some Special Children!

Now gracing the walls of the Pediatric Emergency Room on University Campus is an aquatic painting donated by the Epilepsy Foundation and Ortho-McNeil Pharmaceutical, Inc. The artwork was produced by children who have epilepsy during their summer camp. Shown at the dedication of the painting, placed near the Asthma Room, on December 18 are, left to right, Cheryl Dingus, Kim Lofaso, Mary Ellen Kothmann, D. Keith Crane (Ortho-McNeil Pharmaceutical), Dotty Martino (Epilepsy Foundation Southeast Louisiana), Betsy McHale, Tasha Anders, Deborah Johnson, Lillian Harris, Sheena Wade, Jennifer Phillips, Whitney Gibson, Aileen Spadoni and Leila Jefferson.

This is the second such donation; the first painting now hangs in our Pediatric Clinic on Charity Campus. We thank the Epilepsy Foundation, Ortho-McNeil Pharmaceutical, Inc., the children who so beautifully painted the donation, and the artist who provided its final touches. The painting will undoubtedly brighten up the time our pediatric patients are with us.



Human Resources now on MCLNO.ORG!

The Human Resources group has rolled out job posting information, study guides, benefits and much more on mclno.org. Now the public can view a recruitment video, fill out a job application as well as other applications such as the Application for Participation in the Stipend Program, from their personal computer.

Employees have a Human Resources page on the Intranet where they can find specific information on a department in Human Resources. A "Frequently Asked Questions" section is available on the Intranet as well as forms such as the Leave Request Form, the Needle Stick Form, the W-4 Form, and much more.

This information can be found on www.mclno.org.

The public can find information on the home page by using the left-hand-side menu to navigate. The Human Resources page and the Careers page are under "The Hospital."

Employees can log in to the Intranet by clicking on the lock icon on the horizontal menu and using your network ID and password to log in. A Human Resources link can be found in the left-hand-side menu on the main Intranet page. Click this link and select a department to find an associated form and other specific information.

Happy Surfing on www.mclno.org!

Movin' on up!

The Department of Marketing & Public Relations has moved from suite 518 to suite 711 in the University Medical Office Building, located at 2025 Gravier Street, across from the University Campus Emergency Room. All phone numbers are unchanged.

Happenings & Reminders.

- **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.
- **LASERS Meeting.** January 14, 8 a.m. and 10 a.m., Charity auditorium. To discuss the new DROP (Deferred Retirement Option Program). For employees who are currently in DROP, still working after completing DROP, or entering DROP during the first quarter of 2004. For more details call **Ricky Turner** at 2-0383.
- **LSU Health Sciences Center Medicine Grand Rounds.** January 15, 8-9 a.m., 1542 Tulane Avenue, 1st floor auditorium. "Irritable Bowel Syndrome: Emerging Concepts & Promising Therapies," with Dr. Charlene M. Prather, Associate Professor of Internal Medicine, St. Louis University, St. Louis, MO.
- **Health Call.** **Dr. David DiLoreto** welcomes your calls during Health Call this week as he discusses blepharoplasty. Airing live at 8 p.m., January 15 on WLAE TV and rerun 12:30 p.m., January 18. Soon to begin its 14th year on the air, Health Call is sponsored by the Medical Center of Louisiana. To request a health topic for the program, please contact Jerry Romig, Director of Marketing & Public Relations and moderator of the show.
- **Hazardous Material Team Training.** February 9, University auditorium; February 10, 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.** February 18 & 19 in Education & Staff Development, C-900, Charity Campus. Call 2-2854 for full registration details.

■ **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.



Applause! Applause!
Al Bernard, Biomedical Department, Charity Campus, received an Associate of Applied Science degree in Computer Repair from Delgado University on

December 19.

Revised Polices as of 12/29/03.

3206 - Policy and Accountability Procedures

Governing MCL Property: to update with the most current information and to include revised forms for use to achieve more effective property management.

5048 - Policy Regarding Sedation and

Anesthesia: to update with the most current information and to redefine the health-care professionals who are authorized to administer Level 3 sedation.

5064 - Acceptance of Verbal Orders and

Telephone Orders: This policy received a major overhaul. Verbal orders, defined as a face-to-face verbal directive given by a physician to an appropriate health-care provider related to patient care, will only be allowed in an emergency situation, if the ordering physician is involved in a procedure that requires a sterile field and is unable to write the order without compromising the sterile field and when giving orders for patients housed in critical care and intermediate care areas. These areas are specifically defined within the policy.

Telephone orders, defined as an oral directive given via a telephone communication by a physician to an appropriate health-care provider related to patient care, are allowed at MCL. Also, the time to authenticate verbal and telephone orders changed from 24 to 72 hours from issuing the order.

7005 - MCL's Centralized Home-Based Health Care Referral System: to update with the most current information and to redistribute responsibilities regarding placement of MCL patients to Home Care and Hospice agencies. Due to the closure of Home Care and Hospice services, patients in need of these services are now placed by staff within Case Management.

The contents of the following policies were updated to include the most current information:

0018 - MCL's Safety Management Program;
0047 - Patient Visitation; **0058 - Environment of Care Program;** **0059 - Hazardous Materials and Waste Management Program;** **5012 - Processing Patients with No Identification and Notifying Patient's Next of Kin;** **5059 - Continuum of Care;** and **5068 - The Forms Request and Approval Process .**

These policies, along with a revised Table of Contents, are in their entirety on the U drive.

Welcome to MCL!

Leslie Duplessis, Communications; **RNs Sherri Lewis, Cheryl Smith and Troy Spatafara**, Mental Health Services; **Rose M. Oddo**, Pathology; **Tiffany Peters**, Your Family Doctor; **Marie E. Smith**, Neurology; and **Karen V. Westbrook, RN**, Neurosurgery. **RN Pool: Jennifer Laney**, Pediatric Inpatient.

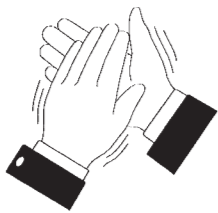
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