

# This Week at MCL

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

August 4-10, 2003



## New Parking Rates Approved.

New Rates to Go Into Effect October 1, 2003

The LSU Health Sciences Center Parking Committee has approved an increase in parking rates for the Medical Center of Louisiana, as well as LSU Health Sciences Center and the Dental School campus. The new rates will become effective October 1. The increase was necessary to meet the current and future demands of parking at LSUHSC. Please note that even with this increase, the parking rates are still reasonable. A survey of parking sites near LSUHSC and MCL showed parking rates ranging from \$60 to \$165 per month.

The new rates are as follows:

- ▶ **General parking in a surfaced, non-covered or covered lot:** \$232 annually or \$19.33 per month or \$8.92 per bi-weekly pay period.
- ▶ **Reserved parking:** \$418 annually or \$34.85 per month or \$16.08 per bi-weekly pay period.

To effect this change, all MCL parkers must complete the following steps:

- ▶ review MCL Policy 0050 - Parking at the Medical Center of Louisiana, last revision date of August 4, 2003 so that you can become acquainted with the parking rules and regulations. The policy is available via the MCL U drive or in your department's policy manual;
- ▶ complete a new Agreement to Comply with MCL Policy 0050 - Parking at the Medical Center of Louisiana;
- ▶ complete a new MCL Parking Registration Form; and
- ▶ come to the MCL Parking Office, located in the

University Medical Office Building, suite 702, at the times listed on the following time table to finalize paperwork with the MCL Parking Coordinator. You will need a copy of your vehicle's registration, and you must be wearing your MCL ID badge to receive service in the MCL Parking Office.

All parkers must complete this process by Monday, September 15, 2003. Failure to do so will result in loss of parking privileges at the Medical Center of Louisiana. If you have any questions, call 2-4761.

### TIME TABLE FOR RENEWING PARKING CONTRACT.

August 4, 5 & 6: Gravier parking site  
August 7: Gravier & University Medical Office Building (UMOB) parking sites  
August 8: UMOB parking site  
August 11 & 12: Blue 2 parking site  
August 13: Blue 2 & Cleveland parking sites  
August 14: Cleveland parking site  
August 15: Butterworth and L&M parking sites  
August 18: Derbigny parking site  
August 19, 20, 21, 22: Perdido or Brown parking sites  
August 25, 26 & 27: South Johnson or Orange parking sites  
August 27 & 28: Tulane or Yellow parking sites  
August 29 through September 15: Anyone who did not appear during their designated time periods listed above.



**Applause! Applause!**  
**Mary "Kevie" Richardson,**  
RN Manager, Division of  
Nursing, Perioperative  
Services, is the July  
Employee of the Month for  
University Campus. Her

nomination reads: "Kevie graduated from Hotel Dieu School of Nursing in 1964 and began her professional nursing career there and then joined MCL when the state purchased Hotel Dieu. Throughout her career Kevie has earned the reputation of knowing how to get the job done right. She manages the operating rooms in a way that reflects her experience and knowledge and keeps physicians and staff working together. She demonstrates the Core Values every day. In a setting where tempers can flare and intensity is a mild description of daily activities, Kevie keeps her cool, prioritizes needs, and keeps smiling. She facilitates teamwork and inspires staff to give their best. She values the contributions of all members of the health-care team and is genuinely interested in the well-being of all. Most of all, Kevie places the greatest importance on the care of the patients. She is their advocate. She uses her experience and knowledge to make solutions look easy while getting a diverse group of people to work with a cooperative spirit. She uses creativity and flexibility to inspire others to make the best decisions to meet the needs of the patients. Physicians and staff hold her in high esteem, value her judgment, and appreciate her sense of humor. Kevie Richardson is a valued member of the Medical Center of Louisiana Family."

### **Crime Prevention & Safety Awareness Inservices Set.**

The National Crime Prevention Task Force has agreed to speak to MCL personnel about personal safety awareness and crime prevention. The sessions, free of charge, will take place Tuesday, September 2, in the 4th floor auditorium on University Campus at the following times: 8-10 a.m., 10 a.m.-noon; 1-3 p.m. and 3-5 p.m. Since each session will be limited to 100 people, pre-registration is recommended. For registration and questions call Maternal Child Services'

Administrative Office at 2-3372.

The instructor is a former law enforcement officer, and the program is up to date with realistic and practical information. Among the topics that will be covered are:

- car jackings
- car theft
- home invasion
- identity theft
- personal and workplace safety
- pickpockets
- random acts of violence
- recognizing and identifying gang activity
- road rage
- stalking
- travel safety.

*Thank You*

**Anna Smith, PT,** Physical Therapy Department, sends the following message: "I would like to thank **Corporal Larry King,** Hospital Police, for his patience and assistance. On

a recent Wednesday I returned to my car and found that I had left the interior light on, so the car would not start. Corporal King came to give the battery a jump. However, what should have been a quick and easy procedure turned into a 20-minute process because the hood of my car would not open. Corporal King was very patient and kept working with me to get the hood up. Once we succeeded we got the battery going quickly, and I was on my way. It was very kind of him to stay with me and keep at it until the problem was solved. Thank you very much, Corporal King!"

### **A Change in the 8/18 Issue Deadline.**

Because of a scheduling conflict, the deadline for the August 18th issue of *This Week at MCL* will be 5 p.m. Wednesday, August 4 instead of Monday, August 11. Please forward any news items or pictures to Lynn Lorando: to her attention by fax at 903-3699; on e-mail to mloran@lsuhsc.edu; or to her attention, Marketing, through interoffice mail. The deadline for the August 25th issue will be the usual: 5 p.m. the previous Monday. All items submitted must have prior supervisory approval.



**Performance Improvement**

## Your ID: It's a Must!

It is more important today than ever that we be easily identified as MCL employees while on duty. MCL Policy 8129 states that all employees must wear their identification badges at all times while on duty. The badge provides a rapid visual check to assure that the wearer is an MCL employee.

### **Check to make sure that you are wearing your ID badge correctly:**

- ▶ Display it between the lower neck and mid-chest area.
- ▶ Wear it on the outside garment so it can be easily and readily seen.
- ▶ Do not deface or alter it with pins, stickers or other items.
- ▶ Do not display it in a pouch that covers any portion of the badge.

### **Reminders.**

- ▶ You may not wear an ID issued to another employee, for any reason.
- ▶ If you have a change in name, title or department, you must replace your ID.

### **Disciplinary action may be taken against individuals who:**

- Repeatedly neglect to display or report to duty without an official pictured ID badge.
- Refuse to present identification when requested to do so.
- Deface the MCL badge in any way.

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

### **Happenings & Deadlines.**

■ **LSU/Tulane Multidisciplinary Breast Cancer Conference.** Each Monday, 4-5 p.m., 1542 Tulane Avenue, room 507. Physicians who wish to have a case presented, call Christy Durbin at 568-4765.

■ **LSU Health Sciences Center Medicine Grand Rounds.** August 7, 8-9 a.m., 1542 Tulane Avenue, 1st floor auditorium. "Immune Reconstitution Syndromes," with Dr. Michael E. Hagensee, Associate Professor of Medicine, Section of Infectious Disease.

■ **Health Call.** *Dr. George Welch* will talk about diverticulitis and diverticulosis during this week's Health Call. He welcomes your calls during the show. August 7, WLAE TV, 8 p.m., and rebroadcast August 10 at 12:30 p.m. Health Call, now in its 13th year on the air, is sponsored by the Medical Center of Louisiana. If you have a health topic you wish to recommend for the show, call Jerry Romig at 2-3967.

■ **ACLS for Non-Critical Care.** August 7 & 8 in Education & Staff Development, C-900, Charity Campus. Call 2-2854 to register.

■ **August Microsoft Classes.** *Windows 2000:* 11th and 18th, 9-11 a.m.; *Outlook 2000:* 12th, 19th and 20th, 9-11 a.m.; 13th from 1-3 p.m.; *Powerpoint 2000:* 14th and 27th, 9-11 a.m.; *Excel 2000:* 14th, 9:30-11:30 a.m., and 21st, 9-11 a.m. Classes in E805, Charity Campus. To register for any class, call 2-6369.

■ **CPR Classes.** *Health-care Provider* – August 14, 7:30 a.m.-noon; *Heartsaver* – August 27, noon-4 p.m. In Staff Development, C-900, Charity Campus. Must register in person with \$4 per class, payable by check or money order to MCLNO Foundation. Call 2-2854 or 2-2057.

■ **"Mission Impossible: Maximizing Outcomes in the Brain Injured Population – Integration of Brain Tissue Oxygenation Monitoring."** August 14, Charity auditorium. Physician session, followed by clinical rounds, from 7-8 a.m.; nursing session 9 a.m.-1 p.m. Speaker: Mary Kay Bader, RN, MSN, CCRN, CNRN, Neuroscience Clinical Nurse Specialist at Mission Hospital Regional Medical Center in Mission Viejo, CA. Free; lunch provided. Presented by Charity Hospital Neuroscience Center & Charity Hospital Trauma Services, and sponsored by Integra Neuroscience, which will award 4.0

contact hours for the nursing session. Space limited. **Register by August 7** to Troy Wells at 2-0491.

- **Hazardous Material Team Training.** August 15 & 18. Covers skills and knowledge required to be a HazMat Team member. 16.8 contact hours/CEUs for RNs, radiology techs, and respiratory therapists. To register call Tim Butcher, 2-2687.
- **Exercise Classes.** *Exercise* – Tuesdays & Thursdays, 4:30-5:30 p.m., Education, 9 center, Charity Campus. □ *Tai Chi* – Thursdays, noon-1 p.m., Lions Clinic, Neuroscience Center. 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: *Codependency Anonymous*, Mondays at noon; *AA*, Tuesdays at noon; *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.

#### Welcome to MCL.

EMS-Adult – *Tene Bates* and *Lee A. Dennis, Jr.*; MICU/MICA – *RNs Alicia Callais* and *Alisha Giroir*; *Michelle Galland, RN*, Operating Room; Medical Records – *Reginald Gould, Shannon Johnson, Tasa Jones* and *Janine Waters*; *Alice Hampton*, Emergency Surgery I; RN Applicants – *Abigail Holmes*, Pediatric Emergency Room, *Cajoya Jacob*, 8 East, *Anna Lopez*, Emergency Room, University Campus, and *Roselee Weaver*, Surgery; *Steven Johnson*, Patient Escort; Oncology – *Keisha Lewis* and *Carolyn Walker-Anderson*; *Theresa Lockwood*, Nursery Level 3; *Adrian Matthews, RN*, Fast Track; *Gretchen Moten, RN*, High Risk Antepartum; *Charlotte Ragas*, Mental Health Services; *Isreal Scott*, General Administration; and *Carolyn Selvage*, Telemetry Intermediate Care. **Contract:** Nicole Campbell, RN, Emergency Room.

#### Away from Work.

- **An Appeal.** *Barbara Sykes*, Mental Health Services, lost everything in a house fire. If anyone is interested in making a contribution, please contact Darlene Thomas at 2-0811.
- **Our Condolences:** To the friends and family of

*Honorine Major, RN*, HIV Clinic, who died in an automobile accident, along with her son and grandson; and to those in Mental Health Services who have suffered personal losses: *Ronald Alexander*, his father; *Gail Davis* and *Lionel Davis*, her son and his brother, Brandon Davis; *Cynthia Dorsey*, her grandchild; *Diana Johnson*, her father, Preston Johnson; *Doris Senft*, her mother, Marie Senft; *Johnnie Thompson*, her brother, Patrick Rogers; and *Shirley Whitfield*, her brother.

#### New & Revised Policies as of 7/28.

**NEW POLICY: 0071 - Health Insurance Portability and Accountability Act (HIPAA) Compliance:** to detail information regarding the Health Insurance Portability and Accountability Act (HIPAA). *Please note:* Before you print this policy be aware that it is over 100 pages long.

#### REVISED POLICIES:

**0050 - Parking at MCL:** to update the contents with the most current information and to include information regarding the new parking rates.

**4003 - Requesting Maintenance Assistance:** to update with the most current information and introduce the revised Work Order Request form. Included as an exhibit within the policy.

All the following policies were revised to update with the most current information: **2001 - Assuring Manufacturer Equipment Warranty and/or Service Guarantee Coverage; 3204 - Food and Nutrition Services at MCL; 3209 - MCL Shuttle Service; 5020 - Interhospital, Intrahospital Relocations and Emergency Department Transfers; 5067 - Reporting Suspected Sentinel Events; 7004 - Adoption Referral; 8127 - Paying New Employees Above the Minimum Salary; and 10002 - Requesting Computer Software and/or Hardware.**

All of these new and revised policies, along with a revised Table of Contents dated July 2003, is included on the U drive.

#### *This Week at MCL*

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