

# For Your Information



March 2008

## Special points of interest:

- Y **Leap Year Picnic**
- Y **Conquer Negativity**
- Y **New Faces**
- Y **A Note from the Employee Health Nurse**
- Y **Weekly Craft Night**



**Remember**

Please report needle stick or body fluid exposures as soon as possible to either the coordinator or Joanne Almen, RN. You need to be seen in the ER!

Occurrence reports also need to be reported as soon as possible.

## Leap Year Picnic Held

To celebrate Leap Year 2008, employees were treated to a picnic in the hospital garages. Seven-layer salad, macaroni salad, carrots, Rice Krispie bars, and lemonade were served as well as hotdogs from the grill, grilled to perfection, of course, by Butch Z.



Steve H., Vickie B., Marlene K., Butch Z.



## Conquer Negativity!

Want to conquer negativity? Here are some suggestions:

1. Always remember you are in control of your own reality. Perception dictates the way we ultimately see the world.
2. You are in total control of how you choose to perceive the events that life throws your way. Therefore, you are in complete control as to how you respond to the events you go through. Choose to fill your world with opportunity and unbridled enthusiasm.
3. When it comes to experiencing emotions, we are not alone. Everyone experiences feelings of anger and fear, and everyone experiences problems. What makes us unique is HOW we deal with our problems.
4. Your attitude is the foundation for your employee's sense of reality. If you come in to work smiling, optimistic, and approachable, then it's easier to expect a positive work day.
5. Communicate!!!
6. Take the time to understand and to be understood by everyone you come in contact with throughout your work day.
7. Moderate the flow of gossip. If you notice the proliferation of rumors being circulated among your employees, verify them from the source. Despite popular opinion, work is not the place to gossip. When dealing with the gossiper, call their bluff! Invite them to join you to confront the other individuals that are being talked about.

When we do the best that we can, we never know what miracle is wrought in our life, or in the life of another. --Helen Keller

## NEW FACES AT MERCY ... PLEASE WELCOME THEM TO THE MERCY FAMILY!



Brandie B.  
H.I.M, FT  
Brandie joined us  
2/18/2008



Misty L.  
Admissions, PT  
Misty joined us  
2/25/2008



Tina T.  
Admissions, PT  
Tina joined us  
2/25/2008



Jo Anne M.  
Business Office, FT  
Jo Anne joined us  
3/03/2008



John H.  
Interim CFO, FT  
John joined us  
3/10/2008

### A note from the Employee Health Nurse

#### ASEPTI-WIPES

MANY EQUIPMENT SURFACES NEED TO BE CLEANED AFTER THEY ARE USED FOR A PATIENT. THE PERSON USING THE EQUIPMENT IS THE ONE WHO NEEDS TO CLEAN IT. THIS IS CALLED "TERMINAL CLEANING." IF YOU TRANSPORT A PATIENT TO X-RAY, WHEN YOU RETURN THEM TO THEIR ROOM, YOU CLEAN THE WHEELCHAIR WITH ASEPTI-WIPES.

ASEPTI-WIPES ARE DISINFECTING WIPES THAT ARE MADE TO CLEAN EQUIPMENT SURFACES. AFTER PERFORMING A PHYSICAL ASSESSMENT ON A PATIENT, WIPE OFF YOUR STETHOSCOPE BEFORE GOING TO THE NEXT PATIENT.

EXAMPLES OF EQUIPMENT THAT SHOULD BE CLEANED WITH ASEPTI-WIPES:

- Y STETHOSCOPES
- Y WHEELCHAIRS
- Y BLOOD PRESSURE CUFFS
- Y TELEPHONES

JOANNE ALMEN, RN, EMPLOYEE HEALTH NURSE

**THE 2007 MERCY HOSPITAL  
COMMUNITY BENEFIT REPORT HAS BEEN  
PRINTED AND CAN BE PICKED UP AT THE  
FRONT DESK.**

#### FIRE IN YOUR AREA

- R: RESCUE
- A: ALARM
- C: CONTAIN
- E: EXTINGUISH

#### FIRE NOT IN YOUR AREA

Close doors/windows, Follow your department's procedure.

## Reminder

Lost and found items are now located in the Admissions area. If you have an item for lost and found, please bring it to Admissions as soon as possible.

Calls regarding lost and found items should also be directed to Admissions.

### Weekly Employee Craft Night Announced

Beginning Tuesday, March 18th, there will be a weekly craft night for employees in the First Floor Conference Room of the '36 wing. Since this is an independent event and not a class, employees may come and go anytime between 4:30 and 9:00 p.m. Crafters are responsible for their own supplies but there will be a locked room available to store items from week to week.

Examples of crafts could include: quilting, stained glass, knitting, cross stitch, scrap booking, and crocheting. For convenience purposes, there will be a stained glass grinder and scrap booking stamps and tools available for use. Come and join the group; have fun getting those projects done, or learn a new craft!

## REMINDER

It is very important that Payroll and Human Resources have correct address, phone number, and emergency contact information for all employees. If your information is not current, please arrange to update it as soon as possible. Thank you.

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