

# For Your Information



## Remember

Please report needle sticks or body fluid exposures as soon as possible to the coordinator. You need to be seen in the ER! Occurrence reports also need to be reported within 24 hours.

### Fire In Your Area

- R. Rescue
- A. Alarm
- C. Contain
- E. Extinguish

## Dear Mercy Hospital Family...

I would like to say thank you for the opportunity to come home and be a part of the Mercy family once more. I had a great time during my practicum and can't thank everyone enough for all the kindness, guidance, acceptance and generosity I had felt during this experience.

I have never worked with any other organization that has such great teamwork and compassion. When I think of Mercy Hospital I think of a family, because everyone is always looking out for one another both on a professional and personal level.

I would like to mention my preceptors Mrs. Fran Nord, RN and Mrs. Brigette Cavullo, RN, who have always mentored me throughout this journey to my nursing career. They are such great role models and are the epitome of the nurse I want to become. I would like to thank them for giving me their patience, friendship and the educational support I needed to enhance my skills as a nurse.

This facility has given me the lifelong knowledge I will keep with me always as I continue my future career with the U.S. Army Nurse Corps.

I couldn't have chosen a better facility to learn from or a better team to work with. This facility will always have a special place in my heart and memory for years to come. I thank everyone once again for such a great experience!

Sincerely,  
Fran McDonald-Mody  
Minot State University

## Please Remember to properly use Alcohol Hand Foam Rub...

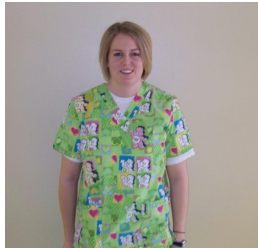
- 1) Use approximately the size of a walnut of hand foam
- 2) Rub the hand foam for 15 seconds

An alcohol hand rub used in a hospital setting will have at least 62% alcohol content. Using a 62% rub is effective against the Multidrug resistant Organisms and the most recent "swine virus".

# Introducing New Employees...



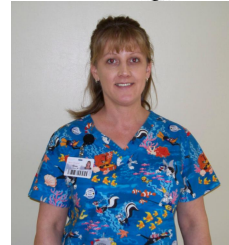
Karolee Pearson  
Temporary Contract RN  
Started with us May 4th



Kelly Leiphon  
Casual RN  
Started with us May 4th



John Thorpe  
Temporary Contract  
Respiratory Therapist  
Started with us April 27th



Georgia Knoke  
Part-time MLT  
Started with us April 21st



Charlene Olson  
Full Time Radiology Admin-  
istrative Assistant  
Started with us April 27th



## Mercy Hospital Welcomes Dr. Achreja

Dr. Achreja, General Surgeon, began practicing on April 9<sup>th</sup>. He specializes in Laparoscopic procedures

including Cholecystectomy and Appendectomy, as well as breast surgery, port-a-cath insertion,

hernia repair, and colon surgery.

## Smoke Free Campus

Effective May 1st, Mercy Hospital became a smoke-free campus. This applies to all property, buildings and vehicles and will affect all staff, patients, and visitors. A number of smoke cessation classes continue to be offered by the Lake Region District Health Unit 662-7035. All employees are encouraged to ask politely all individuals found smoking on our campus to respect our policy.



## Reminder

Lost and found items are 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.

## Corporate Responsibility Program

Workforce training is an important component of CHI's Corporate Responsibility Program. Annually, every employee is required to complete a one-hour corporate compliance education course in LEARN. This annual assignment has been activated in LEARN with a due date of June 30, 2009. Please complete as soon as possible. Reporting a CRP concern: Ray Frohlich, Corporate Responsibility Officer, 662-2131 (w); 350-0027 (cell); or 662-7227 (h). Ethics at Work Line: 800-261-5607. Internet: [ethicspoint.com](http://ethicspoint.com)

## Incident Reporting Information System-IRIS

Effective May 4th, Mercy Hospital transitioned from a paper-based occurrence reporting system to an electronic system, IRIS, for patients and visitors. Please use the I-reporter icon found on all desktops to report immediately any type of incident involving a patient or visitor. A password is not required and the I-Reporter icon will lead you through a series of questions. Employee occurrences reports will remain paper-based for now.



## Hand Care Products

I recently completed surveillance on the hand care products we are currently using for hand hygiene in all departments. I looked for the expiration date of the product as well as the product dispensing with ease, and ensuring the product is at the point of care. I have compiled my findings and sent these on to the Department Managers. The Department Manager will share these findings with their staff. I want to encourage everyone to watch for outdates on all products that we use. Also, of note, please use the lotions provided through the hospital when you are at work. I appreciate your support in this. Karla Heisler, Infection Control

## Cherokee Scrubs

Now available at C.A.R.E Medical!!!  
A wide variety of jackets, tops and bottoms are now available for purchase at Care Medical, located at 223 4th Ave NE, Devils Lake.



## Reminder

When dropping items off at the front desk for patients or others to pick up, please label them with your name, department, and date. Frequently we are left with envelopes or packages that are never picked up. After days of sitting in our department, we have no idea to whom to return the envelope/package.

Thanks for your help.

# PTO Accrual Levels

## Non-Exempt

Completed Years of Service	Accrual Amounts per Year	Amount Accrued per Eligible Hour Worked	Maximum Accrual per Pay Period (up to 80 hours worked)	Maximum Accrual Possible is 125%
0 through 5	23 days or 184 hours	.088	7.08 hours	28.75 days or 230 hours
6 through 10	28 days or 224 hours	.108	8.62 hours	35 days or 280 hours
11 through 20	33 days or 264 hours	.127	10.15 hours	41.25 days or 330 hours
21 plus years	36 days or 288 hours	.138	11.08 hours	45 days or 360 hours

## Exempt

Completed Years of Service	Accrual Amounts per Year	Amount Accrued per Eligible Hour Worked	Maximum Accrual per Pay Period (up to 80 hours worked)	Maximum Accrual Possible is 125%
0 through 5	28 days or 224 hours	.108	8.62 hours	35 days or 280 hours
6 through 15	33 days or 264 hours	.127	10.15 hours	41.25 days or 330 hours
16 plus years	36 days or 288 hours	.138	11.08 hours	45 days or 360 hours

## Physicians, Directors & Senior Leaders

Completed Years of Service	Accrual Amounts per Year	Amount Accrued per Eligible Hour Worked	Maximum Accrual per Pay Period (up to 80 hours worked)	Maximum Accrual Possible is 125%
0 through 10	33 days or 264 hours	.127	10.15 hours	41.25 days or 330 hours
11 plus years	36 days or 288 hours	.138	11.08 hours	45 days or 360 hours