

Sheridan Memorial Hospital

Education Calendar

September 2009 - August 2010



Committed to Life-Long Learning

Sheridan Memorial Hospital Education Calendar September 2009-August 2010

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Sheridan Memorial Hospital Education Calendar September 2009- August 2010

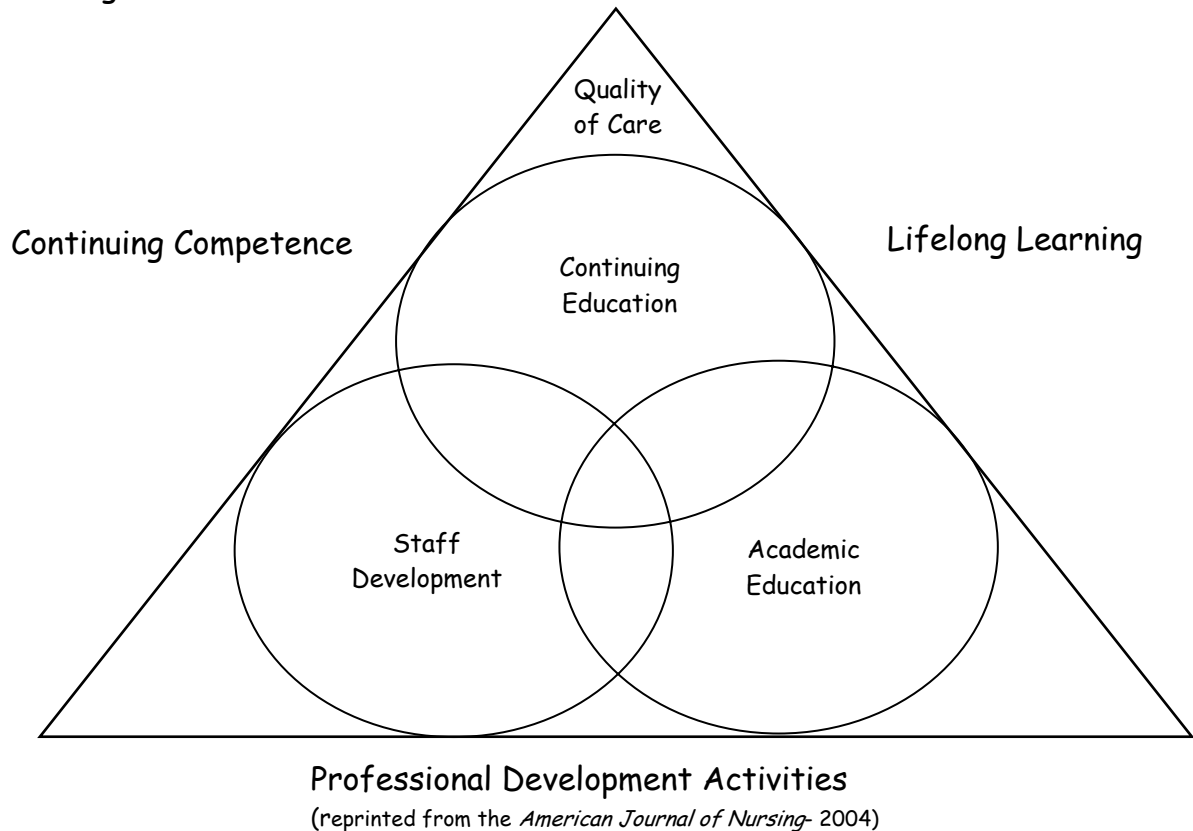
Vision: A partner enhancing continuous learning.

Mission: Dedicated to the provision of accessible, relevant learning opportunities.

Values:

- Committed to life-long learning
- Responsive, creative, evidence-based learning opportunities
- Partnership and collaboration
- A self-directed approach to learning
- Cost-effective services
- A positive approach to change
- Appreciate the diversity of learning styles
- A hospital-wide approach to clinical nursing education

Guiding Framework:



To register for any course please call (307) 672-1022

Registration Information

Please *register* for all courses by calling **(307) 672-1022** or **1022 in-house**. There will be a standard voice mail message asking for your name, the course for which you are registering, the date the course is running and a phone number where you can be reached. The SMH Education Calendar is also available on our website @ www.sheridanhospital.org

YOU ARE CONSIDERED REGISTERED IF YOU DO NOT RECEIVE A CALL BACK. IF THERE IS NO SPACE IN THE CLASS OR THE CLASS IS CANCELLED, YOU WILL RECEIVE A CALL TO NOTIFY YOU. A wait list may be formed if applicable.

The Education Department reserves the right to cancel a course if minimum numbers are not met. If the class is cancelled, you will receive a phone call.

NON-Sheridan Memorial Hospital (SMH) registrants: If you are a non-SMH person registering for a course, you are not considered registered until your fee is received. Checks can be made payable to Sheridan Memorial Hospital. Registration fees will not be returned if you cancel after the registration deadline (2 weeks prior to course date) or you are a no-show to the course.

Directions to the Hospital: Highway I 90 take Exit 23 (5th street) toward Sheridan and continue on 5th for approx 3 miles until you see SMH on your right.

PARKING: Access the back parking lot via Kentucky Street access (Welch Cancer Center).

*You will receive a receipt for registration fees at the course.

Conference Room Locations:

Conference Room A, B, C: lower floor in the hospital cafeteria area.

Board Room: 3rd floor. Stop at the switchboard operator's desk for direction.

IS Training Room: lower floor-east, toward the MAC building.

Manual Sign-Out:

For those courses requiring pre-reading, manuals have been purchased by SMH to decrease the cost to participants and encourage the sharing of resources.

Please sign out the required manual (and, if applicable, CD Rom) from the **House Supervisor's Office (1st floor-Room 120, across from Pharmacy). Call 672-1021 or 672-1179.**

A payroll deduction form will be completed on sign out if you are SMH staff and an imprint of a credit card will be required if you are not staff.

Manuals should be returned within 7 days after the course date. **Unreturned manuals will be charged to the person who signed it out.**

Abuse and Neglect

Purpose: This course is an in-depth look at our role as health care providers to detect signs of abuse and neglect. The course also includes Wyoming statistics, interviewing and prevention strategies.

This course is mandatory for new nursing staff and is part of the clinical orientation (see page 18 of this calendar). Topics include the following:

- Gain an understanding of the definitions of abuse and neglect
- Become familiar with abuse/neglect policy & procedure
- Increase knowledge of the Department of Family Services Roles and Mission
- Understanding mandatory reporting and your role as a healthcare provider

Facilitator: Social Services/Quality Services Dept

Target Group- All nursing staff and/or other clinical staff who work with patients and their families

Dates/Time/Location

August 27, 2009	0830-11:30	Conf Room A
October 29, 2009	0830-1130	Conf Room A
February 25, 2010	0830-1130	Conf Room A
April 29, 2010	0830-1130	Conf Room A
July 1, 2010	0830-1130	Conf Room A

"An open mind collects more riches than an open purse"-Unknown

To register for any course please call 1022.

Advanced Cardiac Life Support (ACLS) Course-Certification

Purpose: ACLS is a two-day course designed for health care professionals providing acute care to cardiac patients. Emphasis will be placed on pharmacological and electrical interventions utilized to stabilize the cardiac patient in the critical intervention period. ACLS is a two-year certification course.

Prerequisites:

Must have a current BLS CPR card and Lead II interpretive skills (***recent completion of the Basic Cardiac Course is recommended for those not familiar with Lead II Interpretation**). Pre-reading is required as well as a pre test must be completed using the interactive CD Rom that's provided with the text. Please bring your BLS certification card with you to the class.

*Manuals with CD Roms can be signed out from the House Supervisor's-Office (1st Floor room 120) by calling 672-1179 or 672-1021.

Target Group: MD, RNs, RTs, EMT-P, EMT-I & B, LPNs

Facilitators: Certified ACLS Instructors

Dates/Time/Location:

November 5 & 6, 2009 0800-1615h VAMC Educ Classroom (Bldg 7)

May 18 & 19, 2010 0800-1615h VAMC Educ Classroom (Bldg 7)

Fee: SMH employees: none *registration at 1022 is REQUIRED

Non-SMH only: **Call Reba Traylor at VAMC (307) 672-3473 Ext 3128 to register.

"Happiness is a butterfly, which, when pursued, is always just beyond your grasp, but which, if you will sit down quietly, may align upon you."

-Nathaniel Hawthorne

Advanced Cardiac Life Support (ACLS) Course- Recertification

Purpose: This one-day course is offered for current ACLS card holders to **update** their ACLS certification.

Pre requisites:

Must have a current CPR-BLS for Health Care Professionals card, a current ACLS certification card and basic lead II interpretive skills. (*recent completion of the Basic Cardiac Course is recommended for those not familiar with Lead II Interpretation). **Please bring your certification cards with you.** It is recommended that you have taken the 2-day certification level twice before taking a recent course. Pre-reading is required as well as a completed pre-test via the interactive CD Rom.

* Manuals & CD Roms can be signed out from the House Supervisors-Office (1st Floor room 120) by calling 672-1179 or 672-1021.

Target Group: MD, RNs, RTs, EMT-P, EMT-I&B, LPNs

Facilitator: Certified ACLS Instructors

Dates/Time:

Sept 15, 2009 0800-complete VAMC Bldg 7 Educ Classroom

December 8, 2009 0800-complete VAMC Bldg 7 Educ Classroom

February 9, 2010 0800-complete VAMC Bldg 7 Educ Classroom

March 23, 2010 0800-complete VAMC Bldg 7 Educ Classroom

June 8, 2010 0800-complete VAMC Bldg 7 Educ Classroom

July 13, 2010 0800-complete VAMC Bldg 7 Educ Classroom

Location: VA Medical Center-Building 7: Education Classroom Upstairs

Fee:

SMH Employees: No fee. Call 1022 to register.

Non-SMH only: **Call Reba Traylor at VAMC (307) 672-3473 Ext 3128 to register.

The essence of intelligence is skill in extracting meaning from everyday experience"- Unknown

Advanced Cardiac Life Support-Online or E-Learning Option

Purpose: This option is for experienced providers needing to recertify their ACLS certification. The participant completes the CD Rom or internet version of ACLS and brings the certification of completion to an AHA ACLS Instructor at SMH for in-person mega code test out. The participant will then receive an AHA certification card.

The program includes:

State of the art micro-simulation technology, 10 interactive patient scenarios and the ACLS written exam, and access to two different American Heart Association textbooks.

Resource to purchase the HeartCode® ACLS Anywhere (*this is the title of the official AHA self-directed ACLS e-learning program, other programs are not necessarily AHA approved)

Go to any of the following online resources to purchase the above program:

- Channing Bete Co. aha.channing-bete.com
- Laerdal Medical Corp. laerdal.com
- WorldPoint ECC, Inc. worldpoint-ecc.com

Basic Cardiac Class

Purpose: This 4 session (8 hours total) SMH course is designed to teach/review how to interpret cardiac rhythms and dysrhythmias in the Lead II view.

Target Group:

RNs, RTs responsible for interpreting Lead II cardiac rhythms and dysrhythmias and/or those preparing for ACLS/PALS courses.

Pre Requisite: *Pre-reading is required.* The course textbook, *Introduction to Basic Dysrhythmias*, can be signed out at the House Supervisor office by calling 672-1179 or 672-1021.

Facilitators: William Ohlson, RN & Amy Turpin, RN

Fee:

SMH Employees: none

Non-SMH: \$50.00

Dates/Times/Locations:

October 12, 14, 19 & 21, 2009 Time: 1-3P Conf Room A

April 26, 28 May 3, 5, 2010 Time: 1-3P Conf Room A

To register please call 1022 or 672-1022

**Cardiopulmonary Resuscitation (CPR) Re-Certification:
(A.H.A. Basic Life Support (BLS) Course for Healthcare Professionals)**

Purpose: This re-certification course reviews basic life support (BLS) principles for adult, child and infant CPR as well as interventions for the choking adult, child and infant. Bag-valve mask and AED use are also reviewed.

Registration Information:

Pre-reading is recommended. An open book exam is to be completed **prior** to skill session (pass 84%). *Participants: bring your current BLS card to class. (Current BLS card need to be brought to the course as proof you've taken the full course at some time within the last 2 years).

*Manuals/exams are available for sign-out by the Nursing Supervisor's Office: 1st Floor room 120. Call 672-1179 or 672-1021.

Target group:

Health care providers needing to recertify this level of BLS-CPR certification.

Facilitator(s): Certified CPR Instructor(s)

Fee: Non SMH: \$20.00

Dates/Times/Locations:

August 6, 2009	1230-2:30P	Conf Room A
September 3, 2009	1230-2:30P	Board Room 3 rd Floor
October 1, 2009	1230-2:30P	Conf Room A
November 5, 2009	1230-2:30P	Board Room 3 rd Floor
December 3, 2009	1230-2:30P	Conf Room A
January 7, 2010	1230-2:30P	Conf Room A
February 4, 2010	1230-2:30P	Conf Room A
March 4, 2010	1230-2:30P	Conf Room A
April 1, 2010	1230-2:30P	Conf Room A
May 6, 2010	1230-2:30P	Conf Room A
June 3, 2010	1230-2:30P	Conf Room A
July	~NO CLASS~	
August 5, 2010	1230-2:30P	Conf Room A

To register for any course please call (307) 672-1022

BLS-CPR Online Renewal Course

Purpose: This option is for those needing to recertify their basic life support CPR level and cannot make the scheduled recert classes. Participants may go to the American Heart Association website and search for "CPR" courses and renew the course through this link. The participant then prints their certificate, contacts a certified AHA CPR instructor to be checked out of the skills portion (adult, child, infant skills for CPR and airway obstruction). An AHA certification card will be generated by SMH if material is turned into us completed. For a list of AHA CPR instructors at SMH and Sheridan County or for more information about this option please contact the Clinical Nurse Educator office at 672-1021.

Website to purchase this program www.onlineaha.org

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

-Maya Angelou

Designated Requester Class (Organ Donation)-Recert & Certification

Purpose: This in-service/update is provided to familiarize applicable nursing staff with the organ/tissue retrieval process and to provide guidance to nursing staff when speaking with families about donations.

Target Group: Nurses who are currently designated requesters and those nurses who wish to perform this role.

Facilitator: Wyoming Donor Alliance

Date/Time/Location:

Recert Classes

Oct 6, 2009	08-10A or 2-4P	Conf Room B
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Certification Class

Oct 6, 2009	1030- 1:30P	Conf Room B
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To register for any course please call (307) 672-1022

Emergency Nursing Pediatric Course (ENPC)-Provider Level

Purpose: ENPC was developed by the Emergency Nurses Association (ENA) to educate registered nurses on caring for acutely ill and injured children. The course teaches participants to recognize the ill or injured child and identify significant, yet subtle changes, in the less acute child. Additionally, the course teaches all aspects of pediatric emergency nursing, including, but not limited to, pediatric trauma &/or resuscitation.

ENPC is the first course of its kind offered on an international level and is the only pediatric emergency nursing course written by pediatric nurse experts. It is also the only course that has the endorsement of a major nursing specialty organization with the purpose of providing a consistent and standardized knowledge base and approach among nurses caring for the pediatric patient.

Course Overview: ENPC is a 16-hour course designed to provide core-level pediatric knowledge and psychomotor skills needed to care for pediatric patients in the emergency setting. The course presents a systematic assessment model, integrates the associated anatomy, physiology and pathophysiology, and identifies appropriate interventions. Triage categorization and prevention strategies are included in the course content. ENPC is taught using a variety of formats including lectures and video as well as it includes skill stations that encourage participants to integrate their psychomotor abilities into a patient situation in a risk-free setting.

- The Pediatric Patient
- Initial Assessment and Triage
- Respiratory Distress and Failure
- Cardiovascular Emergencies
- Medical Emergencies
- Child Maltreatment
- Toxicologic Emergencies
- Pediatric Trauma
- Crisis Intervention
- The Neonate
- Stabilization and Transport

Target Group: Registered Nurses who work with critically ill pediatric patients

Fee: SMH employees: none Non-SMH: \$200.00 (includes textbook)

Facilitators: Certified ENPC Instructors

Date/Time/Location:

January 13 & 14, 2010

0830-complete

Conf Rooms A&B

To register for any course please call (307) 672-1022

Fetal Heart Monitoring (A.W.H.O.N.N.)-Intermediate Course

This course is designed for registered nurses with a minimum of **six** months clinical nursing experience using fetal heart monitoring technology in an intrapartum setting. Participants are expected to already possess basic knowledge and related skills in the following areas:

- Maternal physiologic changes of pregnancy
- Fetal growth and development
- Methods of fetal monitoring
- Preparation of patient for set-up and initiation of external or internal fetal monitoring
- Obtaining and maintaining tracings that document fetal heart rate and uterine contractions
- Interpretation of uterine contraction frequency, duration, and baseline resting tone
- Identification of the baseline fetal heart rate, variability and deviations
- Indicated clinical interventions
- Communication and documentation standards

At the conclusion of this workshop, participants should be able to:

- Demonstrate the decision-making process necessary for the proper selection and verification of fetal heart monitoring techniques.
- Analyze fetal heart rate patterns and their implications for fetal well-being.
- Correlate indicated clinical interventions with related maternal-fetal physiology.
- Describe the role and responsibility of the professional nurse in the use of FHM in intrapartum care.
- Simulate the psychomotor skills used in FHM.
- Communicate verbal and written data to verify accountability.

This two-day workshop earns 18 contact hours and 15.25 CMEs.

Facilitators: Certified AWOHNN FHM Instructors

Fee: SMH Employees: none

Non-SMH: \$200.00

Dates:

Nov 30 & Dec 1, 2009 Conference Room B Time: 08-4P

July 26 & 27, 2010 Conference Room B Time: 08-4P

To register for any course please call (307) 672-1022

Health Net®

Health Net® is a web-based education tool for use by employees of SMH to gain Continuing Education Units (CEUs) as needed through out the year. Based out of the Texas Tech University Health Science Center, this program provides numerous courses for current health topics for all health disciplines including:

- Nursing (California State Board of Nursing)
- Social Work (accredited NASW)
- Physical Therapy (accredited by several state accrediting agencies)
- Physician (accredited ACCME)
- Administration (accredited for pre-approved Category II (non-ACHE))
- Nurse Aide
- Occupational Therapy
- Dietitian, Dietary Manager (accredited CDR, TDA, CBDM)
- Clinical Laboratory Science (accredited PACE)
- EMS & EMS Personnel (accredited CECBEMS)
- Medical Records, Coders, Billers (accredited AHIMA)
- Radiology Tech (accredited ASRT)
- Respiratory Therapy (accredited AARC)
- Pharmacy (accredited ACPE)
- Also 3 non accredited disciplines: Required Safety, Patient Education, Support Staff

Our hospital pays a monthly fee to have access to this program. The web site for Health Net® is:
[https://www.ttuhscc.edu/health.edu/\(S\(3jhfda45fyicsq55sa4mxybs\)\)/Default.aspx](https://www.ttuhscc.edu/health.edu/(S(3jhfda45fyicsq55sa4mxybs))/Default.aspx) .

It is also saved as a "Favorite" on any of our SMH computers with internet access. Go to the internet icon, scroll down on the Favorites menu to "Health Net" and the sign in page will be displayed. **You can also take the web address to your home computer to access Health Net® from home.**

Site number for SMH is 493. You should have been assigned an ID number in New Employee Orientation and set your own pass word. Please call X1021 if you need assistance, or the 1-800-424-4888 X257 Health Net Customer Service line. They can give you your password or ID as needed if you provide the site number.

Courses can be web-streamed from the website, printed in manuscript format from the website, or loaned from the DVD library (contact X1021). All corresponding post tests (to gain credit) will be accessed via the web site.

**"We must always change, renew, rejuvenate ourselves; otherwise, we harden."-
Goethe**

In the Know® Monthly Inservice for CNAs

Purpose: This monthly self-study module is available in 4 locations through out SMH. Complete the module by reading it and handing the post-test in to the drop box outside the Education Bulletin board (1st floor). Corrected post tests will be returned to your employee mailbox in the month following.

****Keep track of your post tests as each one fulfills 1 Contact Hour for education****

Locations: Med/Surg breakroom, Home Care dept (Saunders Bldg), Women's Health breakroom, Education bulletin board (1st floor outside Pharmacy).

2009-2010 Topics:

September 2009	Cost Efficient Care
October 2009	Perineal and Catheter Care
November 2009	End of Life Care
December 2009	The Nurse and CNA relationship
January 2010	Working with Noncompliant Clients
February 2010	Client/Patient Safety Tips
March 2010	Meal Time Tips
April 2010	Understanding Schizophrenia
May 2010	How to Priorize Your Work
June 2010	Common Vascular Conditions
July 2010	Fluid and Electrolytes
August 2010	How To Motivate Yourself

***"You cannot teach a man anything; you can only help him find it within himself"-
Galileo***

Moderate Sedation In-House Certification Course

Purpose: This SMH in-house certification of completion course is designed to teach/review with nursing staff moderate sedation agents, monitoring principles and standards of care for patient safety.

Completion of this course may require participants to complete a preceptored experience in the Endoscopy or O.R. Department of SMH.

Pre Requisite: Current BLS and ACLS or PALS certification.

Target Group: RNs who administer and/or monitor patients who have had procedural sedation agents.

Facilitator: Clinical Nurse Educator

Fee:

SMH Employees: none

Non-SMH: \$75.00 (note: specific policy information will refer only to SMH)

Dates/Times/Location:

October 28, 2009	0830-12:30P	Conf Room B
May 27, 2010	0830-12:30P	Conf Room B

Moderate Sedation- Self-Study Module

Purpose: Registered Nursing staff who participate in moderate sedation procedures and who have completed the Moderate Sedation in-house certification class must complete some form of on-going education for moderate sedation yearly. There are 2 options for you to choose from: 1) Health Net® web course "Sedation Principles" or 2) SMH self-study module.

SMH Module can be signed out for a 7-day period from the Clinical Nurse Educator's office. Please reserve by calling 672-1021. A post-test is included with the module and a copy of the completed post-test will be forwarded to your employee HR Record.

*If you choose the Health Net® option please print off a copy of your certificate of completion and give it to your nurse manager who will forward it onto our HR department for your employee record.

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." -Margaret Mead

Neonatal Resuscitation Program (NRP)-Provider Level Certification/Renewal

Purpose: To provide healthcare professionals the skills necessary to resuscitate a newborn infant. This is a 2-year certification course based on the American Heart Association standards.

Prerequisite: Pre-reading is required and manuals can be signed out by the Nursing Supervisor's Office: 1st Floor room 120. Call 672-1021 or 672-1179.

Course components include: an exam, *taken on-line prior to the course and testing of 1 "mega-code" station at the conclusion of the course.

Target Group: Health Care professionals who care for newborns- MD, RN, LPN, CNAs in WH, EMT-P, EMT-I, EMT-B, RTs

Facilitator: NRP Certified Instructors

Fee:

SMH Employees: none

Non SMH: \$75.00

Dates/Times/Location:

September 17/2009 0730-1400h Nursery (*unless otherwise notified)

October 15/2009 0730-1400h Nursery (*unless otherwise notified)

January 21/2010 0730-1400h Nursery *Physicians & RN only class

April 15/2010 0730-1400h Nursery (*unless otherwise notified)

***For on-line testing instructions please refer to resource on Women's Health unit or call the Clinical Nurse Educator at 672-1021. Your password for the website will be sent to you. You'll have 14 days to access the website to take the exam.

NRP Exam can be accessed at:

http://www.aap.org/nrp/provider/provider_oeoverview.html

Click icon with the computer mouse to the right of the screen and follow prompts.

"The essence of intelligence is skill in extracting meaning from everyday experience"- Unknown

To register for any course please call (307) 672-1022

Non-violent Crisis Intervention Course (NVCI)- Certification

Purpose: This Crisis Prevention Institute (CPI) program provides information on how to maintain the care, welfare, safety and security of those individuals involved in a potentially violent or violent situation. The course also includes a detailed description of SMH Restraint and Seclusion policies and the State of Wyoming's requirements for the Title 25 documentation process.

Program Overview:

This program teaches techniques to:

- Approach and reduce the tension of an agitated individual
- Focus on alternatives to deal with an out-of control, violent person
- Control your anxieties during interventions and maintain a professional attitude
- Maintain the safety of all involved in a crisis situation

Target Group: SMH employees who work in high risk areas for encounters with aggressive or violent individuals.

Facilitator: Certified Crisis Prevention Institute NVCI Instructor(s)

Fee:

SMH Employees: none

Non SMH: not available to non-SMH

Dates/Time/Location:

August 25, 2009	0830-1530h	Conf Rooms A&B
October 27, 2009	0830-1530h	Conf Rooms A&B
December 29, 2009	0830-1530h	Conf Rooms A&B
February 23, 2010	0830-1530h	Conf Rooms A&B
April 27, 2010	0830-1530h	Conf Rooms A&B
June 29, 2010	0830-1530h	Conf Rooms A&B

"Develop a passion for learning. If you do, you will never cease to grow."

-Anthony J. D'Angelo

To register for any course please call (307) 672-1022

Non-violent Crisis Intervention Course- Recertification

Purpose: The NVCI recertification course is a 3-hour renewal of the information learned in the NVCI certification course.

This course is for those needing to recertify their NVCI certificate (i.e. hold a valid NVCI certificate of 2 years or less).

The course also includes a detailed description of SMH Restraint and Seclusion policies and the State of Wyoming's requirements for Title 25 documentation.

Program Overview:

This program will review techniques to:

- Approach and reduce the tension of an agitated individual
- Focus on alternatives to deal with an out-of-control, violent person
- Control your anxieties during interventions and maintain a professional attitude
- Maintain the safety of all involved in a crisis situation

Facilitator: Certified Crisis Prevention Institute NVCI Instructor(s)

Fee:

SMH Employees: none

Non SMH: not available to non-SMH

Dates/Time/Location:

August 25, 2009	1230-1530h	Conf Rooms A&B
October 27, 2009	1230-1530h	Conf Rooms A&B
December 29, 2009	1230-1530h	Conf Rooms A&B
February 23, 2010	1230-1530h	Conf Rooms A&B
April 27, 2010	1230-1530h	Conf Rooms A&B
June 29, 2010	1230-1530h	Conf Rooms A&B

**"The beautiful thing about learning is that no one can take it away from you"-
B.B. King**

To register for any course please call (307) 672-1022

Orientation-New Employee

Purpose: NEO is a 2-day program for newly hired SMH staff to welcome and orient you to our facility!!!

Program Overview:

Our History and Vision for the Future
Service Excellence Pillars (People, Service, Quality, Finance, Growth)
Customer Service
Employee Benefits
Foundation
Community Relations
Employee Health
Creating a Culture of Safety
Back Safety
Commitment to Co-workers & Team Building
Confidentiality/Compliance/Security
Tours of the Facility

Dates/Times/Location:

August 10 & 11, 2009	0800-4:15P	CR B
Sept 14 & 15, 2009	0800-4:15P	CR B
Oct 12 & 13, 2009	0800-4:15P	CR B
Nov 9 & 10, 2009	0800-4:15P	CR B
Dec 14 & 15, 2009	0800-4:15P	CR B
Jan 11 & 12, 2010	0800-4:15P	CR B
Feb 8 & 9, 2010	0800-4:15P	CR B
March 8 & 9, 2010	0800-4:15P	CR B
Apr 12 & 13, 2010	0800-4:15P	CR B
May 10 & 11, 2010	0800-4:15P	CR B
June 14 & 15, 2010	0800-4:15P	CR B
July 12 & 13, 2010	0800-4:15P	CR B
Aug 9 & 10, 2010	0800-4:15P	CR B

****Please call the Human Resources Department to register 673-4290****

Orientation-Clinical

Purpose: Clinical Orientation is a full-day education session designed to help the new clinical staff member transition into the role of clinical care provider. It occurs the week after NEO on the Tuesday.

****The morning session is for any clinical staff and the afternoon continues for all nursing staff****

Program Overview:

Infection Control & Blood Borne Pathogens	Code Blue
Lifting and Transferring Patients	Clinical Ladder
Recognizing Abuse and/or Neglect	Fall Prevention/Management
Point of Care training	Pain Management
Restraint & Seclusion Overview	Death & Dying
Dept of Nursing Overview	Rapid Response Team
Lippincott Nursing Procedures & SMH Policy/Procedure manuals	
Transfusion of Blood and Blood Products	Intrathecal Opioid Education

Facilitators: Clinical Nurse Educator & other SMH presenters

Dates/Time/Locations:

Aug 18, 2009	0800-1615P	CR B
Sept 22, 2009	0800-1615P	CR B
Oct 20, 2009	0800-1615P	CR B
Nov 17, 2009	0800-1615P	CR B
Dec 22, 2009	0800-1615P	CR B
Jan 19, 2010	0800-1615P	CR B
Feb 16, 2010	0800-1615P	CR B
Mar 16, 2010	0800-1615P	CR B
Apr 20, 2010	0800-1615P	CR B
May 18, 2010	0800-1615P	CR B
June 22, 2010	0800-1615P	CR B
July 20, 2010	0800-1615P	CR B
Aug 17, 2010	0800-1615P	CR B

Orientation- Computer (AS400) Order Entry

Purpose: Computer Order Entry training helps the new RN, LPN or UC with the skills needed for ordering lab work, dietary, medical imaging tests, etc. using the AS 400 system. An explanation of transcription services and how to access dictations is reviewed.

Facilitator: Information Systems Dept

Dates/Time/Location:

August 19, 2009	09-1145h	IS Training Room
Sept 23, 2009	09-1145h	IS Training Room
Oct 21, 2009	09-1145h	IS Training Room
Nov 18, 2009	09-1145h	IS Training Room
Dec 16, 2009	09-1145h	IS Training Room
Jan 20, 2010	09-1145h	IS Training Room
Feb 17, 2010	09-1145h	IS Training Room
Mar 17, 2010	09-1145h	IS Training Room
April 21, 2010	09-1145h	IS Training Room
May 19, 2010	09-1145h	IS Training Room
June 23, 2010	09-1145h	IS Training Room
July 21, 2010	09-1145h	IS Training Room
Aug 18, 2010	09-1145h	IS Training Room

**"The best way to find yourself is to lose yourself in the service of others." -
*Gandhi***

To register for any course please call (307) 672-1022

PALs-Pediatric Advanced Life Support Course-Certification/Recert

Purpose: The PALs course focuses on the care of the acutely ill pediatric patient. PALs is a 2-year certification. Recertification participants take the one day program as well.

Program Overview: Course content emphasizes the recognition and treatment of respiratory distress and cardiopulmonary failure in children. Advanced airway techniques, intravascular access techniques and pharmacology therapies are also taught in this course.

Pre-Requisites: Must have a current BLS CPR Health Care Provider level card. Pre-reading is required as well as completion of a pre-test via interactive CD rom. Cardiac rhythm recognition skills are necessary. See the Basic Cardiac Class for those needing this knowledge.

*Manuals/pre-tests can be signed out from the Nursing Scheduling Coordinator-Office: 1st Floor room 120. Call 672-1021 or 672-1179.

Target Group: RNs, RRTs, EMT-Ps, MDs, DDS who work with pediatric patients.

Facilitator: Certified PALS Instructor(s)

Minimum: 8 Maximum: 12

Dates/Time/Location:

August 27, 2009	Time: TBA	Location TBA
December 8, 2009	0800-complete	Location CR A&B
June 1, 2010	0800-complete	Location CR A&B

Fee: \$175.00
SMH Employees: none
Non SMH: \$TBA

“The essence of intelligence is skill in extracting meaning from everyday experience” - Unknown

To register please call 1022 or 672-1022

Safety Training 2010

Purpose: This in-service is designed for all SMH staff members (nursing and non-nursing) to update and review facility safety requirements. Components include: fire safety, facility codes, infection control, and injury prevention.

Target group: All SMH staff. Facilitators: Various SMH staff presenters

Dates/Times/Location:

February 4, 2010	09-1030	CR A&B
February 11, 2010	09-1030 or 1030-12P	CR A&B
February 15, 2010	1P-2:30P	CR A&B
February 17, 2010	1-2:30P or 8P-9:30P	CR A&B
February 24, 2010	1-2:30P	CR A&B

NO registration required for Safety TrainingDrop-in Sessions**

Service Excellence Staff Retreats

Purpose: SMH is committed to our patients and service excellence! In an effort to celebrate what we do as well as continue to strive for even greater heights, all of our employees will have the opportunity to participate in an off-site retreat before the end of 2010.

These one-day retreats offer staff the chance to meet and connect with coworkers from all departments. They also provide a forum where new concepts can be learned to help employees in their daily work. Staff can share their ideas about how we can delight our customers and improve patient satisfaction with the services the hospital provides. The retreats are held every second and fourth Tuesday of the month, with alternate dates and times for those who have special scheduling needs.

Invitations: Employees receive an invitation with the details of the event and their department managers are notified when they are scheduled. These retreats are mandatory for all hospital employees to attend. Come and share your ideas and learn new and different ways to exceed our customer's expectations! **Time: 0800-4:30P**

Aug 11 or 25, 2009	Sept 8 or 22, 2009	Oct 13 or 27, 2009
Nov 10 or 24, 2009	Dec 8 or 22, 2009	Jan 12 or 26, 2010
Feb 9 or 23, 2010	March 9 or 23, 2009	Apr 13 or 27, 2010
May 11 or 25, 2010	June 8 or 22, 2010	July 13 or 27, 2010

2009 Skills Lab/Annual Nursing Education

Purpose:

This unit specific session provides an opportunity for SMH nursing staff to review and update unit specific competencies. **All SMH nursing staff are required to attend a 2009 Skills Lab/Competency.** Please watch for posters coming to your area.

2010 Skills Lab/Annual Nursing Education

Dates/Times and locations will be announced. 2010 Skill Labs will once again be unit specific. All nursing staff (RN/LPN/CNA) are required to complete one session in the calendar year of January-December). Please watch for posters outlining your unit's specific dates/times/locations.

S.T.A.B.L.E. Course

Purpose: The S.T.A.B.L.E. Program is the first neonatal continuing education program to focus exclusively on the post-resuscitation/pre-transport stabilization care of sick newborns.

Course Overview: S.T.A.B.L.E. targets the post-resuscitation care of sick neonates and is, therefore, considered by many experts to be the follow-up, complementary program to the American Academy of Pediatrics' Neonatal Resuscitation Program (NRP). S.T.A.B.L.E. serves as a concise educational tool to organize the myriad of details necessary to stabilize and care for sick infants.

Manuals can be signed out from the Nursing Supervisor's Office: 1st Floor room 120. Call 672-1021 or 672-1179.

Target Group: Any health caregiver involved with post-resuscitation and/or pre-transport care of sick newborns:

- **Physicians:** Pediatric, ER and family practice physicians including Residents
- **Nurses:** RNs working in L&D, postpartum, nursery, ER, Nurse midwives, Nurse Practitioners, LPNs and nursing assistants
- **Others:** Respiratory therapists, Pre-hospital providers - EMTs, Paramedics

Facilitator: Certified S.T.A.B.L.E. Instructor(s)

Fee:

SMH Employees: TBA

Non-SMH: \$75.00

Date/Time/Location:

Sept 21, 2009 0830-4P Conf Room B

March 15, 2010 0830-4P Conf Room B

To register please call 1022 or 672-1022.

Trauma Nursing Core Course (TNCC) - Provider Level

Purpose: TNCC is a two-day course designed to provide core level trauma knowledge and psychomotor skills associated with the delivery of professional nursing care to the trauma patient. The course includes a written exam (80% pass) and testing of 3 skill stations. Upon successful course completion, participants will receive a TNCC certificate valid for 4 years.

Program Overview:

- Biomechanics and mechanism of injury
- Stabilization, transfer and transport
- Patient assessment using the trauma nursing process
- Brain and craniofacial trauma
- Thoracic and neck trauma
- Psychosocial aspects of trauma care
- Spinal cord and vertebral column trauma
- Musculoskeletal trauma
- Burn trauma
- Shock

Pre Requisites: Participants must hold a current RN license. ***Pre-reading is required.** Manuals available for sign out from the Nursing Supervisor's office: (1st Floor room 120, across from Pharmacy). Call 672-1179 or 672-1021.

Target Group: RNs working in the Emergency Department or staff deemed appropriate by their Nurse Manager. LPNs may audit the course.

Facilitators: Certified TNCC Instructors

Fee:

SMH Employees: none

Non-SMH: \$200.00

Dates/Time/Location:

September 9&10, 2009	0800-1730h	Conf Rooms A&B
April 6 & 7, 2010	0800-1730h	Conf Rooms A&B

"You are the only person on this earth who can use your ability"-Unknown

To register please call 1022 or 672-1022.

Unit Coordinator National Exam Prep Class

This one-day tutorial class is targeted to those staff working as a Health Unit Coordinators (HUC) at SMH in preparation for writing the national certification exam. Location for exam is Billings, MT.

Course Objectives:

- ❖ Perform UC tasks and provide accountability to nursing personnel, medical staff, other hospital departments, patients and visitors
- ❖ Operate the nursing unit communication systems, including computer terminal, telephone, fax, copier, printer and locator system
- ❖ Record diagnostic test values, vital signs, and census data
- ❖ Order daily diets and daily lab tests
- ❖ File reports on patients' charts
- ❖ Transcribe doctors' orders using basic knowledge of anatomy and physiology, disease processes, medical terminology, and accepted abbreviations
- ❖ Perform non-clinical tasks required for patient admission, transfer, discharge, and preoperative and postoperative procedures
- ❖ Listen to patient and visitor complaints and concerns, and use problem-solving skills
- ❖ Maintain nursing unit supplies
- ❖ Maintain patient charts, collect charges each night
- ❖ Practice within the professional ethical framework of health unit coordinating
- ❖ Schedule radiology procedures that require patient preps
- ❖ Communicate effectively with patients, visitors, and members of the health care team

Facilitators: Diane Hobson, Debra Popp and Sue Bohm.

Fees: No fee for SMH staff
\$100.00 for non-SMH

Limit of 5 registered for each session
Textbooks can be signed out by calling
x1179 or X1021

Dates/Times/Locations:

Sept 22, 2009	0900-4P	CR A
March 23, 2010	0900-4P	CR A

"We need to learn to set our course by the stars, not by the lights of every passing ship." -Omar Bradley

To register please call 1022 or 672-1022.

Wound Care Workshop

Purpose: Participants will learn to use national guidelines for the prevention and management of acute and chronic wounds. Pressure ulcer prevention and management is also an important aspect of care that will be discussed. SMH specifics, such as products used, will be reviewed.

At the completion of this workshop, the participant will be able to:

- Implement strategies to prevent wounds from occurring
- Perform a complete wound assessment
- Develop plan for care to optimize assessment and healing
- Select suitable wound care products for wound management
- Use the SMH online Wound Care Manual

Target Group: All nursing staff, physical therapists, occupational therapists

*** This is mandatory education for new nursing staff at SMH and is considered part of clinical orientation.**

Facilitator(s): SMH Wound Care Team

Dates/Time/Location:

August 27, 2009	1230-3:30P	Conf Room A
October 29, 2009	1230-3:30P	Conf Room A
February 25, 2010	1230-3:30P	Conf Room A
April 29, 2010	1230-3:30P	Conf Room A
July 1, 2010	1230-3:30P	Conf Room A

Wound Vac Training

Purpose: SMH uses the KCI Wound Vac. This hands-on training session will help the registered nurse better understand the vac product and its many uses in the clinical environment.

Target Audience: Any new RN to SMH who has not received this training in the past or those RNs who seek a refresher.

Facilitator: KCI Representative-Darin Lenz

Fees: No fee SMH

Date/Times/Location

Sept 8, 2009	1000-1130A, 1200-1:30P or 3P-4:30P	CR B
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To register for any course please call (307) 672-1022

Wyoming Workforce Grant Information-Workplace Development Training Fund Program

SMH has been able to obtain funding through the above program. We will continue to access this valuable resource in future fiscal years as funding remains available. The website address is below:

<http://wyomingworkforce.org/wdtf/>

If applying for a grant, please have your manager assist you in this process allowing us to have a streamlined approach to applications. Your manager has access to SMH's user ID and password for this system as well as the information necessary to complete an application. Applications for funding can be applied for 45-100 days prior to the first day needed for training. Most applications will use the "existing position" application form.

**"We make a living by what we get. We make a life by what we give."
-Winston Churchill**

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
				CPR Recert 1230- 2:30P CR A		
9	10	11	12	13	14	15
NEO	NEO		Pressure Ulcer Prev Inservices 09-1030, 1- 2:30P or 3-4:40P			Diabetes Duathlon
16	17	18	19	20	21	22
		Clinical Orientation 08-4P	Order Entry Training 09-1130 IS Dept			
23	24	25	26	27	28	29
		NVCI Cert 0830-1530		Abuse & Neglect 0830-1130 A Wound Care 1230-3:30P A PALs-TBA		
30	31	NVCI Recert 1230- 3:30 CR A&B				

2009

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 CPR Recert 1230- 2:30P Board Room	4	5
6	7 Labor Day Stat	8 KCI Wound Vac Inservices	9 TNCC Day I A&B 08-5P	10 TNCC Day II A&B 08-5P	11	12
13	14 NEO	15 NEO ACLS Recert 08-4P VAMC	16	17 NRP 0730-2P Nursery	18	19
20	21 STABLE 0830-4P CR B	22 Clinical Orientation 08-4P CR B UC Prep Class 9-4P A	23 Order Entry Training 09-1130 IS Dept	24	25	26
27	28 Promoting Early Breastfeeding Workshop CR A&B Time TBA	29	30			

2009

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 CPR Recert 1230- 2:30P CR A	2	3
4	5	6 Designated Requester Classes Cert 1030-1:30PRecert 08- 10A or 2-4P	7	8	9	10
11	12 NEO Basic Cardiac Class #1 1-3P (A)	13	14 Basic Cardiac Class #2 1-3P (A)	15 NRP 0730-2P Nursery	16	17
18	19 Basic Cardiac Class #3 1-3P (A)	20 Clinical Orientation 08-4P B	21 Order Entry Training 09-1130 IS Dept Basic Cardiac Class #4 1-3P (A)	22	23	24
25	26	27 NVCi Cert 0830-1530 NVCi Recert 1230- 3:30 CR A&B	28 Mod Sed In-House Cert course 0830-1230 (B)	29 Abuse & Neglect 0830-1130 A Wound Care 1230-3:30P A	30	31

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5 CPR Recert 1230- 2:30P Board Rm	6 ACLS Cert VAMC Day II 08-complete	7
8	9 NEO	10 NEO	11	12 ACLS Cert VAMC Day I 08-4P	13	14
15	16	17 Clinical Orientation 08-4P B	18 Order Entry Training 09-1130 IS Dept	19	20	21
22	23	24	25	26	27	28 Thanksgiving Day
29	30 FHM Class Day I CR B 08-4P					

2009

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 FHM Class-Day II CR B 08-4P	2	3 CPR Recert 1230- 2:30P CR A	4	5
6	7	8 ACLS Recert VAMC 08-complete PALs 8-5P AB	9	10	11	12
13	14 NEO	15 NEO	16 Order Entry Training 09-1130 IS Dept	17	18	19
20	21	22 Clinical Orientation 8-4P CR B	23	24	25 Christmas Day	26
27	28	29 NVCi Cert 0830-1530	30 NVCi Recert 1230- 3:30 CR A&B	31		

2009

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
					New Year's Day	
3	4	5	6	7	8	9
				CPR Recert 1230- 2:30P CR A		
10	11	12	13	14	15	16
	NEO		ENPC Day I 0830-complete	ENCP Day II 0830-complete		
17	18	19	20	21	22	23
		Clinical Orientation 08-4P (B)	Order Entry Training 09-1130 IS Dept	NRP Physician/RN class 0730-2P		
24	25	26	27	28	29	30
31						

2010

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4 CPR Recert 1230- 2:30P CR A Safety Training 09A-10:30A	5	6
7	8 NEO	9 NEO ACLS Recert VAMC 08-complete	10	11 Safety Training 09- 10:30A or 1030A-12	12	13
14	15 Safety Training 1-2:30P A&B	16 Clinical Orientation 08-4P (B)	17 Order Entry Training 09-1130 IS Dept Safety Training 1- 2:30P or 8P-9:30P	18	19	20
21	22	23 NVCi Cert 0830-1530 NVCi Recert 1230- 3:30 CR A&B	24 Safety Training 1-2:30P	25 Abuse & Neglect 0830-1130 A Wound Care 1230-3:30P A	26	27
28						

2010

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
				CPR Recert 1230- 2:30P CR A		
7	8	9	10	11	12	13
	NEO					
		NEO				
14	15	16	17	18	19	20
	STABLE 0830-4P CR B	Clinical Orientation 08-4P (B)	Order Entry Training 09-1130 IS Dept			
21	22	23	24	25	26	27
		ACLS Recert VAMC 08-complete UC Prep Class 9-4P A				
28	29	30	31			

2010

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
				CPR Recert 1230- 2:30P CR A	Good Friday	
4	5	6	7	8	9	10
Easter Sunday		TNCC Day I 08-5P A&B	TNCC Day II 08-5P A&B			
11	12	13	14	15	16	17
	NEO	NEO	Judo Communication TBA	NRP 0730-2P Nursery		
18	19	20	21	22	23	24
		Clinical Orientation 08-4P (B)	Order Entry Training 09-1130 IS Dept			
25	26	27	28	29	30	
	Basic Cardiac Class #1 1-3P (A)	NVCI Cert 0830-1530 NVCI Recert 1230- 3:30 CR A&B	Basic Cardiac Class #2 1-3P (A)	Abuse & Neglect 0830-1130 A		
				Wound Care 1230-3:30P A		

2010

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Basic Cardiac Class #3 1-3P (A)	4	5 Basic Cardiac Class #4 1-3P (A)	6 CPR Recert 1230- 2:30P CR A	7	8
9	10 NEO	11 NEO	12	13	14	15
16	17	18 Clinical Orientation 08-4P (B) ACLS Cert Day I 08-4P	19 Order Entry Training 09-1130 IS Dept ACLS Cert Day II 08-4P	20	21	22
23	24	25	26	27	28	29 Mod Sed In House Course 830-1230 (B)
30	31 Memorial Day					

2010

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 PALS class 08-5P CR A&B	2	3 CPR Recert 1230- 2:30P CR A	4	5
6	7	8 ACLS Recert VAMC 08-complete	9	10	11	12
13	14 NEO	15 NEO	16	17	18	19
20	21	22 Clinical Orientation 08-4P (B)	23 Order Entry Training 09-1130 IS Dept	24	25	26
27	28	29 NVCi Cert 0830-1530	30 NVCi Recert 1230- 3:30 CR A&B			

2010

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
				CPR Recert 1230- 2:30P CR A		
8	9	10	11	12	13	14
	NEO					
15	16	17	18	19	20	21
		Clinical Orientation 08-4P (B)	Order Entry Training 09-1130 IS Dept			
22	23	24	25	26	27	28
29	30	31				

2010

Nursing Requirements for full-time, part-time and PRN staff

**Refer to Education Calendar September 2009-August 2010

Requirements	L&D RN/LPN	L&D C.N.A./UC	Peds RN/LPN	Peds C.N.A./UC	Nursery RN/LPN	Nursery C.N.A./UC	Med/Surg RN/LPN (Charge only *)	Med/Surg C.N.A./UC	ER/ICU RN/LPN (*ER nurses only)	ER/ICU C.N.A./UC	House Supervisor	Home Care Skilled Nurse	Home Care Aide	OR/Surg/Rad/OPS (*recommended)	OR/Surgery C.N.A./UC	OR Techs
One-Time New Employee																
Clinical Orient.**	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Computer Entry	•		•		•		•		•	•	•	•		•	•	
Current Certifications																
ACLS	•						*		•		•			•		
ENPC or PALS			•						•		•			*		
NRP	•		•		•	•					•					
C.P.R.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
TNCC									*		•					
Fetal Hrt. Mon.	•															
Annual Training																
Body Mechanics	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cell Saver														•		•
Electrocautery														•		•
Emerg.Preprdns.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Empl.Endangermt												•				
First Aid												•	•			
Home Safety												•	•			
ISTAT/ACT									•		•			•		•
Laser Training														•		•
Service Exc Retreat	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mod. Sedation	•		•				*		•		•			•		
NVCI (q 2 years)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
PICC											•					
Restraint/Secl.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Safety Training 2010	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Skills Lab/Comp Day	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Supervised Visit												•				
Surgical Fires														•	•	•

****Professional licensure must be kept current and documentation given directly to our H.R. Dept