

Sheridan Memorial Hospital

Education Calendar

August 2011 -August 2012



Committed to Life-Long Learning

Sheridan Memorial Hospital Education Calendar

August 2011-August 2012

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Sheridan Memorial Hospital Education Calendar August 2011-August 2012

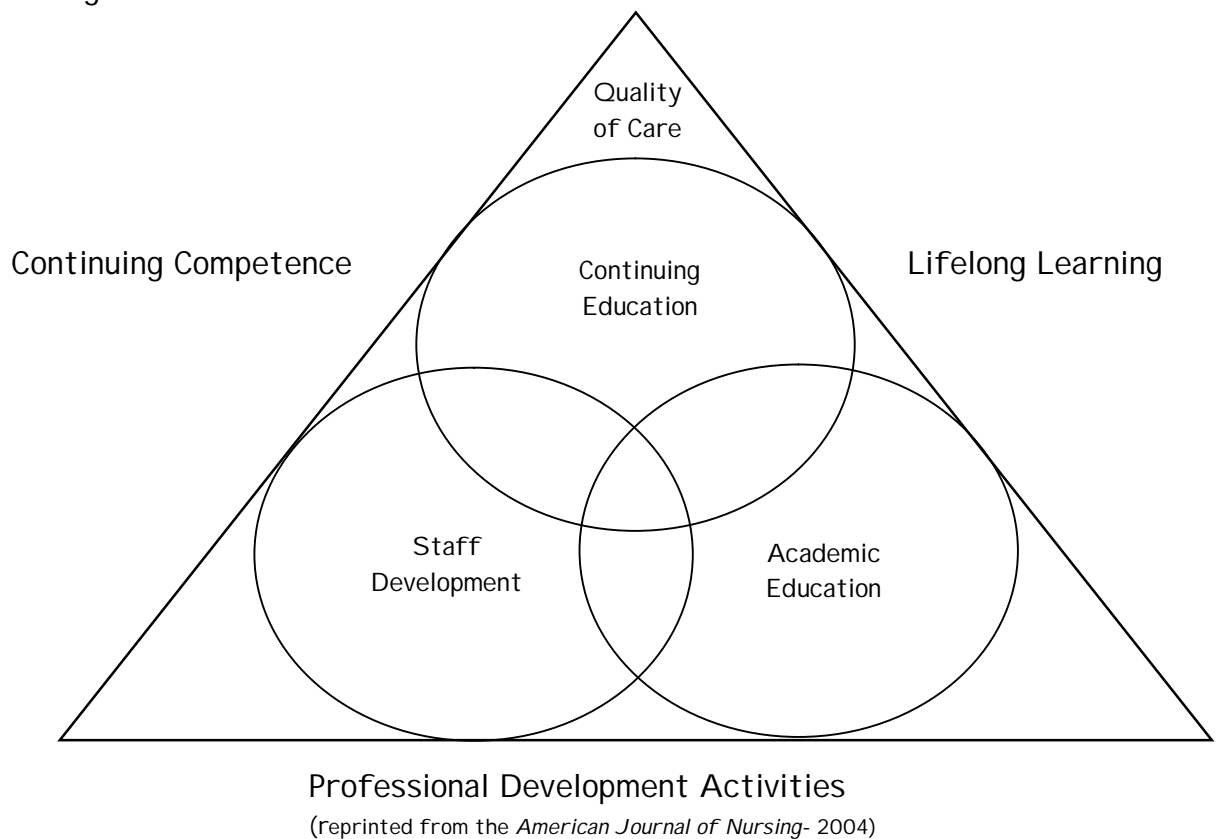
Vision: A partner enhancing continuous learning.

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: Located behind medical records, lower floor of the main hospital.

****EXCITING NEW LOCATION for TRAINING!!!** Wyoming Simulation Center (see next page)

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 672-1020 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.**

Wyoming Simulation Center:

Located at 245 Broadway Street in Sheridan, this innovative clinical teaching environment features the latest technology in human patient simulators coupled with a realistic hospital environment.

***Our Mission:* Excellence in patient care achieved through excellence in education.**

***Our Vision:* Improving Patient Safety Through the Use of Simulation Technology.**

The Center, an educational partnership between Sheridan Memorial Hospital and Sheridan College, greatly enhances the ability to teach and facilitate key concepts in the clinical environment.

Our center features an 8 bed patient ward with nursing station, functioning med room, 2 high-fidelity rooms and a 24 seat classroom environment. Our high-fidelity rooms are video/audio wired for capturing events to assist in the debriefing process post scenario.

Many of our courses will now be taught at the Wyoming Simulation Center, please look for the "location" of the course in each course description.

Parking at the Center-Please park in the back of the building and enter the side entrance.

Why Simulation? Simulation is a guided education technique that recreates a clinical environment and gives the learner exposure to high-risk scenarios without putting actual patients at risk. Learners practice on high-fidelity manikins that appropriately respond physiologically to the selected treatment.

Wyoming Simulation Center

245 Broadway Street,

Sheridan, Wyoming 82801

Tel: (307) 675-4688

Abuse & 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. Objectives of this course include:

- 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 other clinical staff who work with patients and their families

Dates/Time/Location

Sept 29, 2011	0900-11:00	Conf Room A
December 1, 2011	0900-1100	Conf Room A
March 29, 2012	0900-1100	Conf Room A
May 31, 2012	0900-1100	Conf Room A
August 2, 2012	0900-1100	Conf Room A

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. 2010 Guidelines will be featured.

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-instructions for accessing the pre-test will accompany the provider manual. Please bring your BLS certification card with you to the class.

*Manuals can be signed out from the House Supervisor's-Office (1st Floor room 120) by calling 672-1179 or 672-1020.

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

Facilitators: Certified ACLS Instructors

Dates/Time/Location:

November 10 & 11, 2011 0800-1615h Wyoming Simulation Center

May 22 & 23, 2012 0800-1615h Wyoming Simulation Center

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

Non SMH: \$125.00 plus the cost of the ACLS Provider Manual

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 recert course. Pre-reading is required as well as a completed pre-test via the internet. **2010 AHA Guidelines are featured.**

* Manual can be signed out from the House Supervisors-Office (1st Floor room 120) by calling 672-1179 or 672-1020.

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

Facilitator: Certified ACLS Instructors

Dates/Time/Location:

Sept 8, 2011	0800-complete	Wyoming Simulation Center
October 20, 2011	0800-complete	Wyoming Simulation Center
January 26, 2012	0800-complete	Wyoming Simulation Center
April 26, 2012	0800-complete	Wyoming Simulation Center
July 10, 2012	0800-complete	Wyoming Simulation Center

Location: Wyoming Simulation Center (245 Broadway Street-Sheridan)

SMH Employees: No fee.

Non-SMH only: \$75.00 plus cost of the ACLS Provider manual

Advanced Cardiac Life Support-Advanced Provider Course

Purpose: This AHA program is designed specifically for the ADVANCED provider of cardiac care. Its purpose and content is targeted to providers of care who work routinely with the critically unstable cardiac patient. More in-depth and complex cardiac scenarios are addressed in comparison to the standard ACLS course.

Pre Reading: The ACLS Provider Manual for the Experienced Provider

Targeted Audience: MDs, DOs, RNs in ICU and ED, House Supervisors.

Dates/Times/Locations: To be ANNOUNCED

Class Size: Limited to 8 participants

Fee: SMH: No Fee

Other: \$125.00 plus the cost of

the Advanced Provider manual

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 3part (8 hours total) SMH course is designed to teach/review how to interpret cardiac rhythms and dysrhythmias in the Lead II view. It is a very helpful tutorial class for those taking the ACLS program.

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 672-1020.

Facilitators: William Ohlson, RN & Ed Davis, RN

Fee: SMH Employees: none Non-SMH: \$50.00

Dates/Times/Locations:

October 5, 19, 26th/2011(Wednesdays) Time: 1P-3:30P Location: Wyoming
Simulation Center

May 2, 9, 16/2012 (Wednesdays) Time: 1P-3:30P Location: Wyoming
Simulation Center

**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 672-1020.

Target group:

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

Facilitator(s): Certified CPR Instructor(s)

Fee: Non SMH: \$25.00

Dates/Times/Locations:

August 1, 2011	1:00-3:00P	Conf Room A
September 12, 2011	1:00-3:00P	Conf Room A
October 3, 2011	1:00-3:00P	Conf Room A
November 7, 2011	1:00-3:00P	Conf Room A
December 5, 2011	1:00-3:00P	Conf Room A
January 2, 2012	1:00-3:00P	Conf Room A
February 6, 2012	1:00-3:00P	Conf Room A
March 5, 2012	1:00-3:00P	Conf Room A
April 2, 2012	1:00-3:00P	Conf Room A
May 7, 2012	1:00-3:00P	Conf Room A
June 4, 2012	1:00-3:00P	Conf Room A
July 2, 2012	1:00-3:00P	Conf Room A
August 6, 2012	1:00-3:00P	Conf Room A

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

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 4, 2011 08-10A or 2-4P Conf Room B

Certification Class

*Oct 4, 2011 1030- 1:30P Conf Room B

Emergency Nursing Pediatric Course (ENPC)-Provider Level

Purpose: ENPC was developed by the Emergency Nurses Association (ENA) to educate registered nurses in 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.

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.

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

Fee: SMH employees: none Non-SMH: \$225.00 (includes textbook)

Facilitators: Certified ENPC Instructors

Date/Time/Location:

August 7&8, 2012 0800-5P Wyoming Simulation Center

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

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

Purpose: This course is designed for experienced registered nurses working in the labor and delivery unit. The course builds on the content covered in the intermediate course. Participants must have successfully completed the intermediate level course before progressing to this course.

Date/Time/Location:

To Be ANNOUNCED

Location: Wyoming Simulation Center

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

Facilitators: Certified AWOHNN FHM Instructors

Fee: SMH Employees: none

Non-SMH: \$200.00

Dates:

To be ANNOUNCED

Location: Wyoming Simulation Center

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\(3jhfd445fyicsq55sa4mxybs\)\)/Default.aspx](https://www.ttuhscc.edu/health.edu/(S(3jhfd445fyicsq55sa4mxybs))/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.

In the Know® Monthly Inservice for CNAs

Purpose: This monthly self-study module is available to all CNAs other interested SMH staff. Complete the module by reading it and handing the post-test in to the drop box out side 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****

Location: Education Bulletin Board 1st floor next to Pharmacy Dept.

2011-2012 Topics:

September 2011	Toileting Tips
October 2011	Understanding Cholesterol
November 2011	Understanding Restorative Care
December 2011	Understanding Medical Machines
January 2012	Understanding Suicide
February 2012	Violence in the Workplace
March 2012	Building Trust/Confidence with Clients
April 2012	Understanding Bleeding Disorders
May 2012	Reporting Abnormal Observations
June 2012	The Caring Qualities of CNAs
July 2012	Summer Safety Tips
August 2012	All About Bed Bugs

Lactation Counselor Course-5 Day Certification Course

Purpose: This 5 day certification program is returning to Sheridan! Brought to us by the Center for Breastfeeding & The Healthy Children's Project, this comprehensive, evidenced-based breastfeeding management course includes practical skills, theoretical foundations and competency verification. Technical issues are explored within the context of counseling the mother in the hospital and in public health and community settings. This course prepares participants for professional work helping mothers and babies; this program trains participants in how to gain insights into client's problems with a strong focus on counseling skills.

To **register** please call (508) 888-8044 or email at: info@healthychildren.cc

Cost: \$725.00 or early bird (4 weeks in advance) \$675.00

Dates/Times/Location:

March 26-30th, 2012 time 08-5P Location: Sheridan College C-Tel

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: \$50.00 (note: specific policy information will refer only to SMH)

Dates/Times/Location:

November 3, 2011 0830-12:30P Wyoming Simulation Center

April 19, 2012 0830-12:30P Wyoming Simulation Center

To register for any programs please call 672-1022.

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.

****Applicable SMH Staff and Physicians: Please contact Women's Health Unit (Jen Steir RN) for specific dates-Registration will be controlled through WH due to the need to control class size.**

Prerequisite: Pre-reading is required and manuals can be signed out by calling 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
of the NRP manual

Non SMH: \$75.00 plus the cost

Dates/Times/Location:

****Please contact Women's Health Unit (Jen Steir RN) for specific dates-registration will be controlled due to need to contain class size.**

NRP classes for non-SMH health Care Providers will be advertised for the Wyoming Simulation Center-please call (307) 675-4688 for more information.

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: please contact Education at 672-1021

Dates/Time/Location:

Sept 27, 2011	0830-2:30h	Conf Rooms A&B
Nov 29, 2011	0830-2:30h	Conf Rooms A&B
January 31, 2012	0830-2:30h	Conf Rooms A&B
March 27, 2012	0830-2:30h	Conf Rooms A&B
May 29, 2012	0830-2:30h	Conf Rooms A&B
July 31, 2012	0830-2:30h	Conf Rooms A&B

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: contact Education at 672-1021

Dates/Time/Location:

August 30, 2011	1230-3:30h	CR A&B (*recert only this date)
Sept 27, 2011	1230-3:30h	Conf Rooms A&B
Nov 29, 2011	1230-3:30h	Conf Rooms A&B
January 31, 2012	1230-3:30h	Conf Rooms A&B
March 27, 2012	1230-3:30h	Conf Rooms A&B
May 29, 2012	1230-3:30h	Conf Rooms A&B
July 31, 2012	1230-3:30h	Conf Rooms A&B

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

Orientation-New Employee

Purpose: NEO is a 1-day program for newly hired SMH staff to welcome and orient you to our facility!!!

Program Overview:

Our History & Vision for the Future
Service Excellence Pillars (People, Service, Quality, Finance, Growth)
Employee Benefits
Employee Health & Infection Control
Creating a Culture of Safety
Confidentiality/Compliance/Security
Finance
Information Systems
Tours of the Facility

Dates/Times/Location:

August 8, 2011	0800-4:15P	CR B
Sept 12, 2011	0800-4:15P	CR B
Oct 10, 2011	0800-4:15P	CR B
Nov 14, 2011	0800-4:15P	CR B
Dec 12, 2011	0800-4:15P	CR B
Jan 9, 2012	0800-4:15P	CR B
Feb 13, 2012	0800-4:15P	CR B
March 12, 2012	0800-4:15P	CR B
Apr 9, 2012	0800-4:15P	CR B
May 14, 2012	0800-4:15P	CR B
June 11, 2012	0800-4:15P	CR B
July 9, 2012	0800-4:15P	CR B
Aug 13, 2012	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 new staff members transition into their role at SMH.

The morning session is for any clinical staff as well as environmental services 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	

Facilitators: Clinical Nurse Educator & other SMH presenters

Dates/Time/Locations:

August -December 2011 Clinical Orientation Dates:

August 16, 2011	Tuesday	08-4P	Location: Conf Room B
September 20, 2011	Tuesday	08-4P	Location: Conf Room B
October 18, 2011	Tuesday	08-4P	Location: Conf Room B
November 22, 2011	Tuesday	08-4P	Location: Conf Room B
December 20, 2011	Tuesday	08-4P	Location: Conf Room B

January -August 2012 Dates:

Jan 12, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
Feb 16, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
Mar 15, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
April 12, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
May 17, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
June 14, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
July 12, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center
Aug 16, 2012	Thursday	08-1P at SMH (B)	1P-4P at Sim Center

Orientation- Computer 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. An explanation of transcription services and how to access dictations is reviewed.

Facilitator: Information Systems Dept

Dates/Time/Location:

August 17, 2011	09-1145h	I S Training Room
Sept 21, 2011	09-1145h	I S Training Room
Oct 19, 2011	09-1145h	I S Training Room
Nov 23, 2011	09-1145h	I S Training Room
Dec 21, 2011	09-1145h	I S Training Room
Jan 11, 2012	09-1145h	I S Training Room
Feb 15, 2012	09-1145h	I S Training Room
Mar 14, 2012	09-1145h	I S Training Room
April 11, 2012	09-1145h	I S Training Room
May 16, 2012	09-1145h	I S Training Room
June 13, 2012	09-1145h	I S Training Room
July 11, 2012	09-1145h	I S Training Room
Aug 15, 2012	09-1145h	I S Training Room

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 renew at 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: 6 Maximum: 10

Dates/Time/Location:

September 30, 2011	0800-4P	Wyoming Simulation Center
January 16, 2012	0800-4P	Wyoming Simulation Center
April 30, 2012	0800-4P	Wyoming Simulation Center

Fee: SMH: none Non SMH: \$100 plus the cost of PALS provider manual

To register please call 1022 or 672-1022

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 newly hired employees will have the opportunity to participate in a retreat. This retreat builds on the service excellence information presented during New Employee Orientation.

New staff can anticipate participating in the retreat once they have reached 90 days of employment. You will be scheduled for this event and notified via an invitation. If there is a conflict, participants need to contact their manager or Christina Lipetzky in Human Resources to be rescheduled.

If there are any questions, please call Jody Hecker, Patient Relations Coordinator, at 672-1197.

During this presentation, participants will discuss the importance of providing exemplary customer service to patients, their families and all visitors to the hospital. A variety of fun activities will help illustrate concepts including Perception, Communication, Patient Centered Care and Teamwork.

Time: 08:30-12:30P Location: Conference Room B

Dates:

July 12, 2011	August 9, 2011	September 13, 2011
October 11, 2011	November 15, 2011	December 13, 2011
Jan 10, 2012	Feb 14, 2012	March 13, 2012
April 10, 2012	May 8, 2012	June 12, 2012
July 10, 2012	August 14, 2012	

2011 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 is required to attend a 2011 Skills Lab/Competency.**

Medical/Surgical Unit- Any newly hired RNs, CNAs since May 1, 2011 and those who were absent for April 2011's sessions will be required to complete the last session:

November 17, 2011 0800-1P (*takes approx. 3hrs) SMH-Conf Room A

Women's Health/Nursery/Pediatrics- Dates below: (space is limited for each session due to the use of clinical simulation manikins. Self-Scheduling sheets will be posted)

October 3, 2011	0830-1200	Wyoming Simulation Center
October 3, 2011	1P-4:30P	Wyoming Simulation Center
October 6, 2011	0830-1200	Wyoming Simulation Center
October 6, 2011	1P-4:30P	Wyoming Simulation Center
October 24, 2011	0830-1200	Wyoming Simulation Center
October 24, 2011	1P-4:30P	Wyoming Simulation Center
October 27, 2011	0830-1200	Wyoming Simulation Center

ER/ICU Dates:

CNAs/UCs October 5, 2011 6-8P CR A

Surgical Services Dept: TBA

2012 Skills Lab/Annual Nursing Education

Dates/Times and Locations will be announced. 2012 Skill Labs will once again be unit specific.

ED/ICU RNs; ED/ICU UC/CNAs/Techs; & All House Supervisors: **March 2012**

Location: Wyoming Simulation Center ***watch for poster with dates/times

Med/Surg Unit-(all RNs/LPNs/CNAs/UCs): **April/May 2012**

Location: Wyoming Simulation Center ***watch for poster with dates/times

To register please call 1022 or 672-1022.

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 672-1020 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: none Non-SMH: \$75.00 plus cost of provider manual

Date/Time/Location:

May 8, 2012

0830-4P

Wyoming Simulation Center

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:

March 1&2, 2012	0730-1700h	Wyoming Simulation Center
June 6 & 7, 2012	0730-1700h	Wyoming Simulation Center

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, CHUC & Debra Popp-CHUC

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 X1020

Dates/Times/Locations:

June 12, 2012 0900-4P Wyoming Simulation Center

To register please call 1022 or 672-1022.

Wound Care/Ostomy Care Workshop:

Purpose: An overview of ostomies will be presented at the start of this workshop. SMH ostomy products and standards of care will be discussed. The second part of the class, 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): Ann Aksamit, RN Home Care & SMH Skin and Wound Team

Dates/Time/Location:

Sept 29, 2011	11:30-3:30	Conf Room A
December 1, 2011	11:30-3:30	Conf Room A
March 29, 2012	11:30-3:30	Conf Room A
May 31, 2012	1130-3:30	Conf Room A
August 2, 2012	11:30-3:30	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 7, 2011	1230-2:00P, 2:30-4P or 5-6:30P	CR A
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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.

