

Staff Education Stuff

Employees Complete Orientation Requirements

Dana Hobby, RN, BS, CHES

Orientation for the new PCT's in the Staff Education Department involves attending several module classes and performing unit-based competency check-offs.

Employees who complete the modules and return the competency workbook to Staff Education receive a certificate of orientation completion, a Nursing Assistant button, ink pen, and badge clip.

The latest employees to have completed their orientation requirements are:

- Phyllis Adams, PCT – H.4
- Tonya Austin-LaBron, PCT – F.8
- Tasha Clayton, PSA – F.8
- Eric Gammill, PSC – F.8
- Ashley Hunter, PCT – E.6
- Jessica Insley, PCT – E.4
- Danielle Mosley, PCT – F.7
- Rhonda Neal, PCT – H.8
- Holly Smith, PCT – ED
- Timothy Tellez, PCT – A.2/B.2
- Yolanda Wright, PCT – FP

Congratulations and keep up the good work!

Nurse of the Month - HART *Continued from Page 7*

In the time she has been in the position, Jo has coordinated formal educational programs for MIRT patients and staff. The "New Patient Orientation" Program is an opportunity for patients and their families to learn what to expect on the journey to fighting and treating Myeloma. The "Education on the Spot" Program brings education to MIRT nurses through bedside in-services, so they do not have to be away from their patients.

Sadly, Mace passed away in August of 2008. Through her love and devotion to her husband and other patients fighting Multiple Myeloma, Jo has been dedicated to giving nursing what she calls the 4 C's – Competency, Consistency, Communication and Compassion.

Thanks for your dedication to the well-being of your patients and their families, Jo. We salute you!

HIPAA Hints

Do You Know the UAMS Job Shadowing Guidelines?

By Kyla Alexander

"Bring Your Sons and Daughters to Work Day" is coming up, and the HIPAA staff would like to remind anyone choosing to participate that UAMS has a policy that addresses who can be on campus. This policy requires that you follow certain procedures before allowing anyone to "shadow" you.

The Job Shadowing Policy (3.1.42 in the Admin Guide) helps ensure that safeguards are in place to protect patient confidentiality and to follow HIPAA rules. The decision to sponsor a "job shadower" is at the discretion of the department supervisor. All departments, faculty members and staff who choose to sponsor a "job shadower" are responsible for the supervision of the "job shadower" and agree to ensure that he/she complies with all UAMS policies.

Prospective job shadowers are required to:

- be at least sixteen years old.
- provide written permission from a parent or legal guardian if under 18 years of age.
- submit a "Request to Shadow" form to the department where shadowing is to occur (this form can be found attached to the policy).
- give at least one week notice prior to participating in job shadowing.

The person shadowing must be provided with training that covers the relevant HIPAA policies at UAMS, as well as completing other forms such as a confidentiality agreement. These materials can also be found in the policy.

Once these requirements have been met, a child or interested student may participate in UAMS' job shadowing program. A UAMS employee must accompany the shadower at all times and the shadower must wear a name badge and present an appropriate professional appearance.

Remember it is everyone's responsibility to follow the HIPAA Law and UAMS Policies! If you have any questions, please contact the HIPAA Office at 603-1379.