

# PROGRESSIONS

HUNTSVILLE HOSPITAL CORPORATE UNIVERSITY • 109 GOVERNORS DRIVE • HUNTSVILLE, AL • (256) 265-8025

## Upcoming Conferences

### 11/12/21 Trauma ED Outreach Symposium

*Live & Virtual Attendance Options  
Convenient Online Registration:  
[huntsvillehospital.org/conferences](https://huntsvillehospital.org/conferences)*

## Patient Care Aide Program

Huntsville Hospital initiated a new Patient Care Aide Program for entry-level patient care in late 2020. The 4-week program provides in-depth training to prepare students to understand and assist healthcare providers with patient care in the hospital setting.

The Program includes classroom instruction, clinical simulation, and clinical rotations in in-patient nursing units with a preceptor. After successful completion of the program, students will have the skills and knowledge to apply when meeting the patient's physical and psychosocial needs.

## Paid During Training

Applicants apply in iCIMS, and those accepted in the Program are paid while in training. During their time in the program, students are considered full-time Huntsville Hospital employees (36 hours/week). There are no prerequisites to apply.

For more information about the program and upcoming start dates visit our web page: [www.huntsvillehospital.org/patient-care-aide-trainee-program](https://www.huntsvillehospital.org/patient-care-aide-trainee-program) or contact Corporate University at (256) 265-8025.



Welcome to **PROGRESSIONS**, a publication of Huntsville Hospital's Corporate University. Corporate University strives to offer in-depth, relevant, and informative educational programs for healthcare professionals and the community.

## Education & the Challenges of COVID-19

During the current COVID-19 pandemic, our organization has been challenged to continue to provide training critical to our workforce. Courses normally provided in the classroom setting have been impacted by CDC guidelines for safe indoor gatherings. These guidelines reflect the appropriate social distancing, and infection control and prevention recommendations.

To meet these dynamic challenges some classes have been moved to larger classroom spaces at our Cochran Training Center, some courses have been moved to a computer-based course format (CBL), or the class taught at a specific time is now delivered over ZOOM rather than in a classroom setting. For classes that are held over ZOOM, registration closes the day before the event so that course materials and a ZOOM invitation can be sent to participants.

## Being Prepared for Class

We strongly encourage you to check NetLearning prior to a class to confirm the course format, and when appropriate the location it will be held. This newsletter includes an in-depth overview of how American Heart Association classes are impacted on page 6 of this publication.

## Supporting Change

If you need assistance in moving a course from a live format to an online course, or providing the course over an electronic platform, the Corporate University staff are ready to support you.

Please call our main number, (256) 265-8025 if you have questions about a class, or a special project during these unprecedented times.

## Clinical Excellence • General Nursing

### Basic LPN IV Therapy

This workshop, designed for LPNs interested in practicing IV therapy, consists of lectures, a written test, insertion techniques, and maintenance care. Upon successful completion of this course, the participant will have the basic skills for administering IV therapy. Space limited to 20. For HH LPN employees only.

**Course #:** CE53830321      **Contact Hours:** ABN CE 7.2  
**Instructor:** various      **Location:** Cochran 420  
**Dates & Times:** Sept 30, Oct 28, Nov 23, Dec 21 - 8:00 am to 3:30 pm

### Back to Basics - An EKG/ Telemetry Refresher (short course)

This course covers the heart's electrical conduction system, purpose and scope of telemetry, various families of cardiac rhythms (including death rhythms) and much more.

**Course #:** CE51390620      **Contact Hours:** ABN CE 1.8  
**Instructor:** various  
**Date & Time for Huntsville Hospital:**  
 Sept 21 - 7:00 to 9:30 am; Nov 10 - 5:00 to 7:00pm

### Access Site & Groin Management

Class participants learn to identify common sites for vascular access, and how to achieve and maintain hemostasis in patients following access.

**Course #:** CE52390121      **Contact Hours:** ABN CE 2.4  
**Instructor:** various  
**Dates & Times:** Sept 15, Oct 13, Nov 10, Dec 15 - 8:00 to 10:30 am

### Removal of Arterial and/or Venous Sheaths

This course will show the proper technique and procedure for removal of arterial and venous sheaths and groin management.

**Course #:** CE53970619      **Contact Hours:** ABN CE 2.4  
**Instructor:** various  
**Date & Time:** Sept 15, Oct 13, Nov 10, Dec 15 - 10:30 to 12:30 pm  
**Prerequisite:** Access Site & Groin Management

### Intra-aortic Balloon Pump Management (IABP)

This class covers the theory set-up and troubleshooting for the I.A.B.P.

**Course #:** CE51130920      **Contact Hours:** ABN CE 4.8  
**Instructor:** Leigh Befort, RN, CES  
**Dates & Times:** Oct 20 - 9:00am to 1:00pm

### i-STAT Certification

i-STAT Certification Training is required for all hospital personnel who perform i-STAT testing. Students are taught POCT policies and procedures, including patient identification protocols, specimen collection and processing, reagent handling, analyzer function, test performance, test interpretation, and result reporting. For HH employees only.

**Course #:** LAB3900120      **Hours:** 2.0  
**Instructors:** POC Staff  
**Dates & Times:**  
 Sept 24, Oct 15, Nov 12, Dec 10 - 7:30 to 9:30am

### POC Glucometer Certification

This class is mandatory for all employees required to perform Point-of-Care Glucometer testing. This class is for HH employees only.

**Course #:** LAB3620118+      **Hours:** 1.25  
**Instructor:** POC Staff  
**Dates & Times:** Sept 21, Oct 12, Nov 9, Dec 21 - 9:00 to 10:15am



### EPOC Certification

Participants learn to identify components of EPOC System, describe how to collect a specimen, discuss use of reader, discuss the use of the Host and explain the maintenance. For Huntsville Hospital employees only.

**Course #:** LAB3890120      **Hours:** 2.0  
**Instructors:** various POC & CNP instructors  
**Dates & Times:** Oct 8, 22, Nov 5, 19, Dec 3, 17 - 7:30 to 9:30am

### Basics of Alzheimer's Disease: Dementia 101

This class reviews the 10 Warning Signs of Alzheimer's Disease, reviews the difference between Alzheimer's and dementia, and covers the affects of Alzheimer's disease related to memory, communication, and behavior.

**Course #:** CE51480620      **Contact Hours:** ABN CE 1.0  
**Instructor:** various  
**Dates & Times for Madison Hospital:**  
 Sept 22, Nov 17 - 8:30 to 9:30 am; Oct 15 - 8:00 - 9:00am

### An Introduction to Breastfeeding

This provides an introduction to the benefits of breastfeeding as it pertains to patients, anatomy of the lactating breast, frequency and duration of feeding sessions, expressing milk and NAS protocols.

**Course #:** CE54871019      **Contact Hours:** ABN CE 4.4  
**Instructor:** various  
**Dates & Times:** Sept 8, Oct 10, 20, Dec 8 - 8:00am - 12:00pm

### Breastfeeding: A Comprehensive Class for Nurses

This two day class provides a comprehensive overview of breastfeeding support resources, and best practices in the support of breastfeeding patients.

**Course #:** CE52890221      **Contact Hours:** ABN CE 14.0  
**Instructor:** various  
**Dates & Times:** Oct 25, 27 - 9:00am to 5:00pm

### Therapeutic Hypothermia/ Targeted Temperature Management

This course helps prepare nurses for the patient management aspects of Targeted Temperature Management, and the purposes of those interventions.

**Course #:** CE54420619      **Contact Hours:** ABN CE 2.1  
**Instructor:** Heather McAllister      **Location:** HH Main, 6N classroom  
**Date & Time:** Oct 8 - 8:00 am to 10:00 am

## Clinical Nursing Practice

### Meet the Team

The Clinical Nursing Practice team manages and delivers many of the programs that support on-boarding, training, competency, and development of our nurses. Most directly they provide the teaching for Clinical Orientation, the Nursing Residency Program, the Daisy Program, and the Shared-Governance Program.



The CNP Team pictured left to right: Yvette Hawkins, Lila Wang, Andrea Payne, Alexis Spalding, Heather Thacker; and not pictured Everett King and Kathy Elliott.

- **Alexis Spalding, RN, MSN; Director of CNP**  
Alexis has a MSN from the University of Missouri, with 7 years of experience in the Pediatric ICU field, followed by education work with the Float Pool, the Vascular Access Team, and the Wound team.
- **Kathy Elliott; Department Assistant**  
Kathy has a BS in Business Administration with a focus on Management and Marketing. Before joining the CNP team, Kathy had 14 years of experience in managing training and development at Teledyne Brown.
- **Yvette Hawkins, RN, MSN; CNS**  
Yvette is a UNA graduate, with a MSN in Nursing Education. She has been a nurse for 15 years, with her most recent work experience from the General Medicine Unit.
- **Everett King, RN, BSN, OCN; CES**  
Everett completed his BSN from UAH. He comes to the CNP team after 4 years in oncology/ stem cell work. He also holds OCN certification.
- **Andrea Payne, RN, BSN; CES**  
Andrea completed nursing degree at Judson College, and her BSN at UAH. She has been in nursing for 20 years, with extensive experience in case management.
- **Heather Thacker, RN, MSN; CES**  
Heather is a UNA graduate, with a MSN in Nursing Education. During her nursing career she has worked in critical care, and education in AICU before joining the CNP team.
- **Lila Wang, RN, MSN; CES**  
Lila completed her MSN at UAH. She brings 23 years of nursing experience to her role, with a background in behavioral health, surgical services, physician practice, the float pool, as well as teaching in nursing school.

### Resolve Through Sharing<sup>®</sup>

#### Perinatal Bereavement Training for Healthcare Workers

This class is designed for nurses, doctors and other healthcare professionals that care for women coping with pregnancy loss. The topics of grief, mourning, and pregnancy attachment will be covered to provide sensitivity training and instruction on using the Resolve Through Sharing Perinatal Bereavement program.

**Course #:** CE53980521      **Contact Hours:** ABN CE 2.4  
**Instructor:** Ashley Ray      **Non-Employee Cost:** \$25  
**Date & Time:** Nov 17- 10:00 to 12:00 pm

#### S.T.A.B.L.E. Certification Course (ZOOM & live options)

This course helps organize details and intervention necessary to provide initial care to sick or premature infants. It is also designated to address care during the post-resuscitation/pre-transport stabilization period.

**Course #:** CE51310720      **Contact Hours:** ABN CE 9.7  
**Instructor:** various      **Location:** W&C Ground Floor Classroom  
**Date & Time:** Nov 3 - 9:00am to 5:00pm

#### NICU 2.0 (ZOOM & live options)

This course covers a systems approach to physiology, presentation, diagnosis, conditions, medications, and treatments for neonates.

**Course #:** CE52440121      **Contact Hours:** ABN CE 8.4  
**Instructor:** various      **Location:** W&C Ground Floor Classroom  
**Date & Time:** Sept 1, Dec 1 - 9:00 am - 5:00 pm

#### Small Baby Class

This course covers presentation, diagnosis, conditions, medications, and treatment protocols for extremely low birth weight neonates.

**Course #:** CE52460121      **Contact Hours:** ABN CE 9.6  
**Instructor:** various      **Location:** W&C Ground Floor Classroom  
**Date & Time:** Oct 16, Dec 15 - 8:30 am - 5:30 pm

### Nursing Residency Education Series



Huntsville Hospital provides a special series for our new graduate nurses, the Nursing Residency Program.

The year-long program, developed and presented by nursing educators, consists of dynamic, monthly classes designed to support and nurture new graduates through their first year of employment. All sessions carry continuing education credit. The series course number is **Course #:** CE55310120, with **Contact Hours:** ABN CE 3.0.

The nursing residency topics are listed below by month:

- **Decision Making: Delegation** - September
- **Decision Making: Critical Thinking / Making Mistakes**- October
- **Decision Making: Prioritization** - November
- **Self-Care: Stress Management** - December

For more information contact your educator, or the Clinical Nursing Practice team.

## Clinical Excellence • Topics of Patient Management

*This lecture series is designed for new Huntsville Hospital clinical personnel.*

### TOPM: Cardiac Module - Basics

The Cardiac Module covers congestive heart failure and myocardial infarction. Information includes disease process, core measures, and care of the patient. Simulation lab scenarios are presented in this class. Huntsville Hospital employees need to contact their educator to register for this class. For others, contact Alicia Pettis at [alicia.pettis@hhsys.org](mailto:alicia.pettis@hhsys.org).

**Course #:** CE53950521    **Contact Hours:** ABN CE 4.8  
**Instructor:** Alicia Pettis    **Non-Employee Cost:** \$50  
**Date & Time:** Sept 27, Nov 8, Dec 21 - 8:00 am to 12:00 pm

### TOPM: Diabetes Management

The class will cover statistics and complication of diabetes, symptoms of Type 1 & 2 diabetes and pattern management and treatment of diabetes.

**Course #:** CE52370121    **Contact Hours:** ABN CE 1.2  
**Instructor:** various  
**Dates & Times:** Sept 9, Oct 14, Nov 11, Dec 9 - 8:00 to 9:00 am

### TOPM: Hemodynamic Monitoring Module

This course includes review of cardiac physiology, pulmonary artery catheter, waveform pressure changes, cardiac performance, output and index, preload, afterload, contractility, set-up of hemodynamic monitoring system and case studies, diagnostic and treatment indications, drugs and other interventions, monitoring issues, set-up and insertion of PA-catheter and, aseptic technique for interventional procedures. Huntsville Hospital employees need to contact their educator to register for this class. For others, contact the instructor, [Leigh.Befort@hhsys.org](mailto:Leigh.Befort@hhsys.org).

**Course #:** CE52410119    **Contact Hours:** ABN CE 3.3  
**Instructor:** Leigh Befort    **Non-Employee Cost:** \$30  
**Date & Time:** Sept 27, Nov 8 - 12:30 to 4:30pm

### TOPM: Managing Peripheral IVs and Central Vascular Access Devices

This course teaches advanced IV techniques, including strategies for dealing with complications, accessing difficult veins, reviewing different central vascular access devices, and the care and maintenance of peripheral IV's, PICC's, and implanted catheters. For HH RN and LPN employees only.

**Course #:** CE53530221    **Contact Hours:** ABN CE 4.8  
**Instructor:** Gwenda Guerin    **Location:** Cochran 420  
**Date & Time:** Sept 1, Oct 1, 25, Nov 10, Dec 10 - 8:00 to 11:00 am

### TOPM: Neurology Module-Basic

This class will cover neuro-assessment from a simple basic exam to a full detailed exam for a critically ill neuro-patient. Also, the most common neuro emergencies, strokes and seizures, will be reviewed including pathophysiology, diagnosis and treatments. *Huntsville Hospital employees need to contact their educator to register. For others, contact the instructor.*

**Course #:** CE54000621    **Contact Hours:** ABN CE 2.4  
**Instructor:** various    **Non-Employee Cost:** \$50  
**Date & Time:** Sept 3, 27, Oct 27, Nov 12, 30 Dec 6 - 8:00 am to 10:00 am

### TOPM: Neurology Module-Advanced

The first 2 hours of this class will be Neurology-Basic. The second half of the class focus on neuro-traumatic injuries including head and spinal injuries, care of patients with increased intracranial pressure (ICP) and ICP monitoring. *Huntsville Hospital employees need to contact their educator to register. For others, contact the instructor.*

**Course #:** CE54010621    **Contact Hours:** ABN CE 4.5  
**Instructor:** various    **Non-Employee Cost:** \$50  
**Date & Time:** Sept 3, 27, Oct 27, Nov 12, 30, Dec 6 - 8:00 to 12:00 pm



### TOPM: NxStage Critical Care Management Class

This course builds a working knowledge of the components and concepts of the NxStage System One. Students will perform basic skills of system operation including monitoring, documentation and alarm trouble-shooting. The class is followed by a student demonstration of skills.

**Course #:** CE51270620    **Contact Hours:** ABN CE 2.4  
**Instructor:** various  
**Date & Time:** Sept 9, Oct 14, Nov 11, Dec 9 - 10:00am to 2:00pm

### TOPM: Procedural Sedation Analgesia

This course will help prepare employees to identify sedation levels by assessment, list monitoring parameters, identify medications used in sedation, and understand discharge criteria.

**Course #:** CE53270121    **Contact Hours:** ABN CE 1.2  
**Instructor:** various  
**Date & Time:** Sept 17, Oct 8, Nov 5, Dec 3 - 8:00 to 9:15am  
 Oct 22, Nov 19, Dec 17 - 1:15 to 2:30pm

## Quality • Accreditation Series

### Accreditation Briefing

These 30 minute sessions are offered exclusively to Huntsville Hospital employees. The instructor covers the current changes in the Joint Commission and CMS rules, problematic survey areas, and standards and Medicare Conditions of participation to maintain survey readiness.

**Course #:** CE54020819    **Contact Hours:** ABN CE 0.25  
**Instructor:** Lyn Tipton  
**Times and dates will be in NetLearning, and posted on Pulse.**

### Accreditation Update

During this class, participants will examine Joint Commission and CMS Survey readiness, learn of interventions to maintain continuous readiness, and discuss environment of care and Life Safety issues that affect a survey. This course is offered to Huntsville Hospital employees only.

**Course #:** CE50900620    **Contact Hours:** ABN CE 1.2  
**Instructor:** Lyn Tipton  
**Times and dates will be in NetLearning, and posted on Pulse.**

## Clinical Excellence

### TOPM: Pulmonary Module

This course covers pulmonary A & P, respiratory assessment, diseases, interventions and treatment. The second part covers ventilator management and the SAD protocol. *Huntsville Hospital employees need to contact their educator to register.*

**Course # for Basic Only#:** CE52310121

**Basic & Advanced:** CE52300121 **Instructor:** various

**Contact Hours:** Basic only - ABN CE. 2.5 and Basic & Adv. ABN CE 4.3;

**Dates & Times for Basic Only:**

Sept 3, 27, Oct 27, Nov 12, Dec 6 - 1:00 to 3:20 pm

**Date & Time for Basic & Advanced:**

Sept 3, 27, Oct 27, Nov 12, Dec 6 - 1:00 to 5:00 pm

### TOPM: Rapid Sequence Intubation

This course will prepare employees to define RSI in emergent airway management, review anatomical considerations for airway intervention and explain the process for RSI. For Huntsville Hospital employees only.

**Course #:** CE53260121 **Contact Hours:** ABN CE 1.2

**Instructor:** various **Location:** Cochran 420

**Dates & Times:** Oct 8, Nov 5, Dec 3 - 9:30 to 10:15am

Oct 22, Nov 19, Dec 17 - 2:30 to 3:15pm

### TOPM: The Renal System

The class will cover nursing assessment of normal renal functions; define, compare, assess acute, and chronic renal failure and discuss case studies.

**Course #:** CE52340121 **Contact Hours:** ABN CE 1.8

**Instructor:** various

**Date & Time:** Sept 9, Oct 14, Nov 11, Dec 9 - 9:00 to 10:00 am

### TOPM: Skin Care & Basic Wound Care

This course will prepare nurses to identify pressure injury stages and understand wound assessment, and the vital components of the healing. The course also covers documentation, the braden scale, and psychosocial issues experienced by an ostomate.

**Course #:** CE53371020 **Contact Hours:** ABN CE 2.4

**Instructor:** Cyndy McCombs

**Madison Hospital:** Sept 16, Nov 11 - 7:30 to 10:00am;

**Huntsville Hospital:** Sept 1, Oct 1, 25, Nov 10, Dec 10 - 12 to 2:00pm

### TOPM: Stop Sepsis: Sepsis Pathophysiology and Sepsis Screening

This course will prepare nurses on early recognition of sepsis, sepsis screening, and sepsis core measure requirements.

**Course #:** CE53910521 **Contact Hours:** ABN CE 2.4

**Instructor:** Carissa Hicks **Location:** Cochran 420

**Date & Time:**

**Huntsville Hospital:** Sept 1, Oct 1, 25, Nov 10, Dec 10 - 2:00 to 4:00 pm

**Madison Hospital Classes** Sept 16, Nov 11 - 12:00 to 2:00 pm

### L HCAHPS Series (ZOOM)

This series is provided to share strategies for improving HCAHPS scores. Managers will learn methods used to measure customer service effectiveness, and strategies for increasing specific categories of HCAHPS scores. Featuring our Patient Experience team. This course carries leadership credit.

#### HCAHPS & Staff Engagement

**Course #:** CE54780821 **Contact Hours:** ABN CE 1.8

**Dates & Times:** September 22 - 1:00 pm to 2:30 am

Please check NetLearning for additional dates and times



### Meet Tamekia Hayes

In 2020 Tamekia Hayes became the Director of Advanced Practice Providers. In her new role, Hayes has been working to provide more learning opportunities for advanced practice providers, and to develop a forum to share best practices that are at the forefront of the APP profession. In her new role, she also hopes to better engage the various APP specialties in the care model, and provide a voice in policy and practice model changes.

In this initial year, she has launched a new Advanced Practice Provider Educational series, and initiated the selection of the first APP of the year award.

Hayes holds an undergraduate degree in Biology and Chemistry, as well as degrees in Physician Assistant Studies and a Masters of Business Administration with a Healthcare focus.

She brings to the position over 20 years of experience as a PA providing care within the Neurosurgery, Hospitalist, and Emergency Room departments.

## Advanced Practice Provider Education Series

In early 2020 a new education series was launched, featuring topics designed for Advanced Practice Providers. All courses carry Category 1 CME as well as ACCN credits. Many of these live lectures are available to attend in person or over ZOOM. After the initial lecture is held, many of these courses are available as computer-based courses, in NetLearning. A few of the titles currently available include:

- Course #:** E-CME6900920 **Contact Hours:** ABN CE 1.2; CME 1.0
- **APP Burnout-Practical and Tactical Tools for Success** - John Bielinski PA-C
  - **Evaluation & Treatment of Low Back Pain** - Stephen Sandwell, MD
  - **The Acute Abdomen** - Michael Sharma, MS, PA-C
  - **Atrial Fibrillation, Treatment Considerations** - Paul Tabereaux, MD
  - **Diagnosis and Management of Bleeding Disorders** - Daniel Schreeder, MD
  - **Pediatric Ophthalmic Emergencies** - Langston Lee, MD
  - **Pneumonia & COVID-19** - Pavan Panchavati, MD
  - **Point of Care Ultrasound** - Austin Bourgeois MD
  - **Sepsis Guidelines** - Naveen Tangutur, MD
  - **Shock in the ER** - Matthias Allen, MD
  - **Cerner, Are We there Yet?** - Prabhu Malachi
  - **Team Based Medicine for the APP** - Lacey Buckler DNP, ACNP, NE-BC
  - **Stranger Things: Diseases from the Upside Down** - Todd Fleenor MD
  - **Hereditary Breast and Colon Cancer** - Amy George Genetic Counselor
  - **HCHAPS, Press Ganey, and Patient Perception for the APP** - The Patient Experience Team
  - **The Neuroanatomy of the Neurologic Exam** - Shane Tubbs, Ph.D, PA-C

For this growing course catalog, search **E-CME6900920** in NetLearning, Registration is in NetLearning for all upcoming opportunities.

## AHA • Modifications During COVID-19

Our AHA classes have had some significant modifications during the pandemic. These changes have been allowed temporarily by AHA to accommodate pandemic protocols. This article outlines these changes, and how these adjustments may impact the student experience.

Our goal is to provide training in the safest learning environment for students. All classes adhere to CDC guidelines, with social distancing and maintaining a 1:1 student to manikin ratio. All students are required to wear masks at all times in class, use gloves while performing skills, and clean equipment between students to reduce the virus on surfaces. Breathing in to the manikin is now simulated by the students.

### Changes to Basic Life Support

For the **initial BLS certification**, classes are very similar to the pre-pandemic classes, with greater CDC precautions. Students should:

- Sign up for **BLS-1501 AHA BLS INITIAL Healthcare Provider**
- During their scheduled class students will view AHA video content, practice / demonstrate skills, be checked off on skills, and complete the written test.

*NOTE: All Initial BLS classes are held at the Cochran Center*

For the **BLS renewal courses**, students complete an online CBL in NetLearning which includes renewal video segments and the written exam, prior to attending a skills check session. Students must:

- Complete **\*AHA BLS Renewal Video + Exam** in NetLearning
- Once students have successfully completed the computer-based class, they sign up for **\*AHA BLS Renewal - Skills Check**
- Students must bring their CBL completion certificate to class

### Changes to ACLS & PALS

Initial ACLS and PALS **Provider Courses** now include computer-based prerequisites in NetLearning. The written exam, the EKG exam, and the MegaCode skills testing will be provided in a subsequent live class. The class is now a briefer 4-hour duration. Students must:

- Complete the following CBLs in NetLearning:
  - **ACLS or PALS Provider Course (COVID-19 Modified Class Video)**
  - **E-CU9770720 Zoll Defibrillator Overview for AHA**
  - **AHA ACLS Pre-Course Self-Assessment + Pre-Course Work**
  - **\*AHA BLS Renewal Video + Exam**
- Once students have successfully completed the CBLs, they bring completion certifications for all pre-work, as well as ACLS, PALS, and BLS cards to their assigned **Provider Class** session.
- During their scheduled **Provider Class**, students will be tested on: MegaCode, written exam, written EKG Rhythm Test, & Airway Skills check-off.

For ACLS and PALS **Renewal**, the student needs to complete their assigned ACLS or PALS **AHA HeartCode** in NetLearning, followed by a live one-hour ACLS or PALS **Renewal MegaCode**. For the associated BLS renewal students must complete the following online courses prior to class:

- **AHA HeartCode** (assigned by AHA Training Center Staff)
- **\*AHA BLS Renewal Video + Exam**
- **E-CU9770720 Zoll Defibrillator Overview for AHA (Video)**

The AHA HeartCode is assigned by AHA training center staff. Students must bring completion certifications for all courses listed above to attend MegaCode Skills sessions, and fully renew.

For questions please contact Corporate University, (256) 265-8025.

## AHA • Basic Lifesaving Support

### AHA BLS Initial Healthcare Provider

This American Heart Association course is designed for the healthcare professional, and covers Adult, Child and Infant CPR; barrier device skills & use of AED. Participants complete the written test at the end of the course. First Aid is not offered within this course.

**Course #:** BLS-1501

**Hours:** 7.0

**Huntsville Hospital Dates & Times:** All held at the Cochran Center  
Sept 3, 4, 11, 17, 18, 25, Oct 1, 2, 16, 29, 30, Nov 12, 13, 20, 26, 27,  
Dec 4, 10, 11, 18, 29 - 7:45 am to 4:30 pm

**Madison Hospital Dates & Times:**

Sept 24, Oct 22, Nov 19, Dec 17 - 8:00 am to 12:00 pm

**Special Note:** All enrollments not filled 10 minutes before the class start time, will be filled by walk-ins on a first-come, first-serve basis.

### AHA BLS Renewal

This AHA course is designed for the healthcare professional, and covers Adult, Child, and Infant CPR; barrier device skills, and use of AED. This course has an online CBL to cover materials normally provided during the class and the written test. Once completed students sign up for a follow up AHA BLS Renewal Skills Check session in NetLearning. Participants need to bring their completion certificate for the online module test and their expiring BLS card.

**Course #:** AHA BLS Renewal Skills Check

**Hours:** 1.0

**Huntsville Hospital Dates & Times:**

Sept. 1, 8, 22, 29, Oct 6, 13, 27, Nov 3, 17, 18, , Dec 1, 8, 30 -  
8:00 to 9:00am, 9:00 to 10:00am, 10:00 to 11:00 am

Sept 1, Oct 6, 13, Nov 3, 17, Dec 1, 8, 30 - 12:30 to 1:30pm,  
2:30 to 3:30pm

Sept 30, Oct 28, Dec 9 - 6:00 to 7:00 pm

**Madison Hospital Dates & Times:**

Sept 30, Oct 6, Nov 23; Dec 2 - 7:00 to 10:00am;

Nov 4 - 10:00am to 1:00pm; Sept 9 - 12:00 to 3:00pm;

Oct 26 - 1:00 to 4:00pm; Dec 20 - 2:00 to 5:00pm;

**Supplies:** BLS for Healthcare Provider Student Manuals are available for purchase at the Corporate University office.

## AHA • Adult Cardiovascular Life Support

### AHA ACLS Provider (COVID-19 modified class)

Normally this is a 2-day course for the healthcare professional that covers adult cardiovascular arrhythmia recognition, brain attacks, cardiovascular drug therapy, airway management skills, shock therapy, and AED skills. During the pandemic students will need to successfully complete online prerequisites in NetLearning (outlined on page 6 of this newsletter), the AHA Pre-test on AHA's website, and follow by attending the AHA ACLS Modified Provider class.

**Prerequisite Pre-test:** To access the ACLS online pre-test; go to [www.elearning.heart.org](http://www.elearning.heart.org), choose "pre-course self assessment and pre-course work" and proceed with the test. Students must have score of 70 or above, and bring copies of their score sheet and completion certificate to class.

**Course #:** CE55380720

**Hours:** 4.0

**Dates & Times:**

Sept 9, Oct 14, Nov 8, Dec 9 - 8:00am to 12:00pm, 1:00 to 5:00pm

**Employee Cost:** \$100 (if not required for your work)

**Non-Employee Cost:** \$200

**Affiliates Cost:** \$195

**Supplies:** \$50 ACLS Textbook; \$35 ECC Handbook

## Preparing for Advanced AHA Courses

During the pandemic, several classes which prepare students for advanced AHA courses have been transitioned to online computer-based courses. These CBLs feature instructional video, several are also pre-requisites for initial and renewal classes. These classes are for employees only.

### AHA Basic EKG Review (CBL)

This online course helps individuals prepare for the ACLS & PALS Provider Courses through the review of basic EKG rhythm interpretations.

**Course #:** E-CE55150120

**Contact Hours:** 1.0

### AHA ACLS Review (CBL)

This online course helps individuals prepare for the ACLS Provider Course through review of algorithms, major medications used, and basic EKG rhythm interpretation. A megacode practice and practical tips for successfully completing the ACLS class are also included.

**Course #:** E-CE55180421

**Contact Hours:** ABN CE 4.8, ANCC CE 4.0; ANCC Pharm.. 1.0

### AHA PALS Review (CBL)

This online course helps the healthcare provider review pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills, shock therapy, and other skills. This supports the PALS Provider course and a refresher adjunct to the PALS MegaCode skills station checks-off.

**Course #:** E-CE1160421

**Contact Hours:** ABN CE 3.6



## AHA • Pediatric Advanced Life Support

### AHA PALS Provider (COVID-19 modified class)

Normally this is a 2-day course for the Healthcare Professional covers Pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills, shock therapy, and other skills. During the pandemic students will need to successfully complete online prerequisites in NetLearning (outlined on page 6 of this newsletter), the AHA Pre-test on AHA's website, and follow by attending the AHA PALS Modified Provider class.

**Prerequisite pre-test:** To access the PALS online pre-test; go to [www.elearning.heart.org](http://www.elearning.heart.org), choose "pre-course self assessment and pre-course work" and proceed with the test. Students must have score of 70 or above, and bring copies of their score sheet and completion certificate to class.

**Course #:** CE55340120 **Contact Hours:** ABN CE 1.2

#### Dates and Times:

November 3 - 8:00am to 12:00pm, 1:00 to 5:00pm

**Employee Cost:** \$100 (if not required for your work)

**Non-Employee Cost:** \$200 **Affiliates Cost:** \$195

**Supplies:** Handbook \$35; Textbook \$55

### AHA PALS HeartCode Part I (~4-8 hours online)

A web-based, self-paced didactic course, with the written test included. The course can be taken from any computer throughout the facility. Once the Part I online course is done, the student must complete another online module on the Zoll defibrillator and then enroll him/herself in the Skills Check associated with that certification within 60 days.

#### Prerequisites:

- BLS for Healthcare Provider Student certification
- In-depth PALS course materials can be purchased at Corporate University's administrative office

**Supplies:** \$35 (Handbook) and/or \$55 (Textbook)

**Employee Cost** (if not covered by unit)

**Non-Employee Cost:** \$144 + \$75 skills fee + supplies (as needed)

AHA ACLS online module for non-employee must be purchased from AHA. **Note:** Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.

### AHA PALS MegaCode Skills Check Off (with optional BLS Skills Check Off)

This course is the completion of PALS HeartCode Renewal after PALS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Corporate University at (256) 265-8025.

**Course #:** PALS-7000412+ **Non-Employee Cost:** \$75

#### Huntsville Hospital Dates & Times:

Sept 28, Oct 27, Nov 17, Dec 15 -

8:00 to 9am, 9:00 to 10am, 10:00 to 11am, 11:00 to 12pm, 1:00 to 2pm, 2:00 to 3pm, 3:00 to 4pm, 4:00 to 5pm

#### Madison Hospital Dates & Times:

Sept 9, 30 - 3:00 to 4:30pm; Oct 6 - 10:00 to 11:30am; Oct 26 -

7:00 to 8:30am, 8:30 to 10a; Nov 23, Dec 2 - 1:00 to 2:30pm, 2:30 to 4:00pm; Dec 20 - 11:00 to 12:30pm

### AHA ACLS HeartCode Part I (~4-8 hours online)

This course is a web-based, self-paced didactic course, with the written test included. Once the Part I online course is done, the student must complete another online module on the Zoll defibrillator and then enroll him/herself in the Skills Check associated with that certification within 60 days.

#### Prerequisites:

- BLS for Healthcare Provider Student certification
- In-depth ACLS course materials can be purchased at Corporate University's administrative office

**Supplies:** \$35 (Handbook) and/or \$50 (Textbook)

**Employee Cost** (if not covered by unit)

**Non-employee Cost:** \$144 + \$75 skills fee and supplies (as needed). AHA

ACLS online module for non-employee must be purchased from AHA.

**Note:** Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.

### AHA ACLS MegaCode Skills Check Off (with optional BLS Skills Check Off)

This course is the completion of ACLS HeartCode Renewal after ACLS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Corporate University at (256) 265-8025.

**Course #:** ACLS-7000920+ **Non-Employee Cost:** \$75

#### Huntsville Hospital Dates & Times:

Sept 14, 29, Oct 12, 28, Nov 10, 16, Dec 7, 14 -

8:00 to 8:30am; 8:30 to 9:00am; 9:00 to 9:30am; 9:30 to 10:00am; 10:00 to 10:30am; 10:30 to 11:00am; 11:00 to 11:30am; 1:00 to 1:30pm; 1:30 to 2:00pm; 2:00 to 2:30pm; 2:30 to 3:00pm; 3:00 to 3:30pm; 3:30 to 4:00pm; 4:00 to 4:30pm

#### Madison Hospital Dates & Times:

Sept 9, Nov 4, Dec 20 - 8:00 to 9:00am; 9:00 to 10:00am;

Sept 30, Oct 26, Nov 23, Dec 2 - 10:00 to 11:00am; 11:00 to 12:00pm

Oct 6 - 12:00 to 1p; 1:00 to 2:00pm; 2:00 to 3:00pm; 3:00 to 4:00pm

Dec 20 - 7:00 to 8:00am, 8:00 to 9am; 9:00 to 10am, 10:00 to 11:00am

## Personal Growth & Safety

### NEW Series: **A Healthier Me**

This series features sessions to support employee life-balance and self-care topics related to the following categories:

My Physical Health    My Financial Health    My Mental Health  
My Spiritual Health    My Family's Health

Upcoming sessions include:

- **Parenting Adolescents** - 9/2/21
- **Life Happens: Live Prepared** - 9/16/21
- **Age Appropriate Screenings** - 10/6/21
- **Preparing for Retirement** - 10/13/21
- **Investment Strategies for Stages in Life** - 11/9/21
- **Habits for Cultivating Inner Peace** - 11/17/21

**Series Course #:** CE54640621    **Contact Hours:** ABN CE 1.2

To attend register through NetLearning. All sessions will be provided over ZOOM. Many of these topics will be available as a computer-based course after the initial session. For more information please contact Heather Mitchell at Heather.T.Mitchell@hhsys.org.

## EAP Online Education Series

The Employee Assistance Program (EAP) provides computer-based courses to support employee well-being and personal development. These courses are conveniently available online in NetLearning to best support employee needs. These courses are only open to employees of the Health System. The EAP Series includes:

### Managing Anger & Frustration During the Pandemic

This course helps the participant identify how anger affects a person's life, how anger can escalate, how to deal with an angry partner, and strategies for reducing anger.

**Online Course #:** E-CE56800121    **Contact Hours:** ABN CE 0.60

### How to Survive the Pandemic: A Primer for Healthcare Workers

This course helps attendees identify mental health issues related to the pandemic, and "BASICS" coping strategies to minimize burn out and compassion fatigue.

**Online Course #:** E-CE56581220    **Contact Hours:** ABN CE 0.60

### Tools for Developing Positive Psychology

This class will help attendees learn ways to promote better mental health and reduce pandemic stress. Attendees will also learn strategies for your positive psychology toolbox.

**Online Course #:** E-CE56601220    **Contact Hours:** ABN CE 0.60

### Dealing with Depression during the COVID-19 Pandemic

This class helps identify the three symptoms of depression, and two strategies to cope with depression.

**Online Course #:** E-CE56611220    **Contact Hours:** ABN CE 0.60

### Managing Holiday Stress

This class helps identify the differences in holiday stress during the pandemic, and shares healthy strategies for coping and alleviating stress.

**Online Course #:** E-CE56571220    **Contact Hours:** ABN CE 0.60

## Journey to Zero

### HRO: Putting Patient Safety Culture to Work (ZOOM)

This foundational class is designed for all employees of the Health System, covering high-reliability practices to improve safe, effective, patient-centered care. The course imparts the importance and use of Universal Relationship Tools and Reliability Tools for all members of the workforce. The course is only open to employees, and is required for all staff. *Please note, those participating in Clinical Orientation will have this class during their orientation.*

**Course #:** CE54580121    **Contact Hrs:** ABN CE 3.0, ANCC CE 2.5

**Dates & Times:** Currently this class is provided over ZOOM

Sept 10, 14, 29, Oct 6, 19, 29, Nov 23, Dec 3, 16 - 8:30 to 11:00 am;

Sept 14, 29, Oct 6, 19, Nov 8, 19, 23, Dec 16 - 1:00 to 3:30 pm



## Personal Safety

The organization provides a series of courses designed to empower staff to be prepared to manage aggressive behavior situations and violence in the workplace. These courses support employees by providing tools to recognize and appropriately respond to aggressive behaviors. For more information on this series please contact the Safety and Security Office. The series is called "The Management of Aggressive Behavior" courses or MOAB, and they include:

### Management of Aggressive Behavior (MOAB) Introduction

During this course, participants learn to define Management of Aggressive Behavior and identify the reason for aggressive behavior. Students also learn about steps to take such as communication and diversion strategies to address and control verbal and physical aggression, and anxiety.

**Course # for HH:** CE52820121

**Course # for MH:** MADCE52820121

**Contact Hours:** ABN CE 4.8

*Please check NetLearning for dates and times*

### MOAB Introduction & Recertification

During the recertification MOAB class, participants will go through two hours of renewal training on how to recognize, reduce, and manage violent and aggressive behavior.

**Course # for HH:** CE52820121

**Contact Hours:** ABN CE 4.8

*Please check NetLearning for dates and times*

### Escape Eight

This class will cover escape techniques useful in application in the hospital setting. The emphasis of techniques covered in this class emphasize escape/evade, not patient take down. Techniques covered may include: desensitizing tough, basic escort, wrist grab, hair pull, biting, and choke.

**Course #:** CNP01940120    **Hours:** 1.5

*Please check NetLearning for dates and times*





# Professional Development

## Business Programs

### EPSI New User Training (ZOOM)

The objective of this course is to introduce new users to the EPSI software, and it is designed for management/staff that have been given access to the program. The class reviews accessing and drilling down on various financial metrics, as well as how to run reports and look for trending. These skills are developed in this class.

**Course #:** BUS0671119 **Hours:** 1.5

**Instructor:** John Higginbotham, Misty Hankins

**Date & Time:** Sept 17, Oct 19, Nov 16, Dec 21 - 10:00 - 11:30 am

### Kronos Introduction Class (ZOOM)

The objective of this course is to introduce new time and attendance editors to the Kronos employee software. The class will cover time editing, ETO, transferring time to another department, correcting missed time punches, coding for budget hours, moving pay codes, editing holiday pay, worker's compensation, and much more. (ZOOM)

**Course #:** BUS0681219 **Hours:** 3.5 hours

**Instructor:** Scotty St. Clair

### NEW: MyTeam Training for NetManagers

This course provides an introduction to the MyTeam features available to NetManagers. Topics covered include: Curriculum/ CBL/ Class enrollment, recording class attendance, basic reporting, and NetCompetency (if applicable).

**Course:** CU10160521 **Hours:** 1.5 hours

**Date & Time:** To schedule a one-on-one class, call (256) 265-8025.

## Computer Skills

### Microsoft Excel I/II - Basic/Intermediate (ZOOM)

This course reviews toolbars, menus, using a worksheet, formatting a worksheet, basic formulas and functions, formatting cells, core functions, data manipulation, and some charting. Course is open to HH employees only.

**Course #:** CU10060119+ **Hours:** 1.5

**Instructor:** Andy Parrish

**Date & Time:** To schedule a one-on-one class, call (256) 265-8025.

**Supplies:** \$5 (quick reference guide)

### Microsoft Excel Advanced (ZOOM)

This course reviews the basics, and covers more advanced functions including macros, pivot tables, visual basics, and much more. For Huntsville Hospital employees only.

**Course #:** CU10180721 **Hours:** 1.5

**Instructor:** Andy Parrish

**Date & Time:** Oct 26 - 1:00 to 2:30 pm; Dec 7 - 9:00 to 10:30 am

### Microsoft Word (ZOOM)

This course reviews the basic functions, and capabilities of Microsoft Word, including: toolbars, menus, formatting, page set-up and proofing tools, advanced formatting tools, tables, drawing tools. For Huntsville Hospital employees only.

**Course #:** CU9920118+ **Hours:** 1.5

**Instructor:** Andy Parrish

**Date & Time:** Sept 13 - 9:00 to 11:00 am; Nov 12 - 1:00 to 2:30 pm

**Supplies:** \$5 (quick reference guide)

## Building Personal Professionalism

### Professionalism: Putting Your Best Self Forward (ZOOM)

Professionalism is foundational to lasting success in healthcare and in life. Participants will discuss and apply principles proven to help you be your best. This includes how to communicate in a positive, professional manner; how to develop positive relationships across the healthcare team; how to demonstrate respect; how to be assertive not aggressive; how to assess yourself as a professional and set goals for your future.

**Course #:** CE54070721 **Contact Hours:** ABN CE 2.4

**Instructor:** Myron Parks

**Date & Time:**

Sept 22, Nov 17 - 1:00 to 3:00 pm; Oct 11, Dec 14 - 9:00 to 11:00 am

### Finance 101 for Leaders (ZOOM)

This class provides leaders an overview of the financial environment the Health System operates in, payor and reimbursement dynamics, budgeting expectations, and the role leaders have in successfully managing our financial resources. This course is recommended for those new to leadership in the organization. This course is only open to Huntsville Hospital employees.

**Course #:** CE56150920 **Contact Hours:** ABN CE 2.4

**Instructor:** John Higginbotham

**Date & Time:** October 22 - 8:30 to 10:30 am

### Time Management Five Choices for Productivity (ZOOM)

This course covers how to differentiate the important from less and non-important as it relates to healthcare and life. Participants will learn strategies for balancing work and life priorities; create habits to identify, schedule, and execute on high impact activities; and discuss challenges and solutions regarding effective time management in healthcare.

**Course #:** CE52400121 **Contact Hours:** ABN CE 2.4

**Instructor:** Andy Parrish **Non-Employee Cost:** \$50

**Date & Time:** October 22 - 8:30 to 10:30 am



### Microsoft PowerPoint (ZOOM)

This course introduces the core ways to utilize Powerpoint. This hands-on class covers the functionality of menus, building presentations, creating templates, presentation tips, animations, using multi-media materials, tables, and other best practices.

**Course #:** CU9930118+ **Hours:** 1.5

**Instructor:** Andy Parrish

**Date & Time:** October 28 - 9:00 to 10:30 am

**Supplies:** \$5 (quick reference guide)



Class counts toward the annual goal for Huntsville Hospital Leaders.

## Leadership Development • Management Skills

(Please note, class dates are subject to change)

### Diversity & Inclusion

In 2020 Huntsville Hospital expanded their commitment to diversity and inclusion as part of the organization's values and goals. As part of that expanded initiative, development opportunities have been provided to support leadership and the workforce. Two new Legal Matters classes have been initiated, which are required for all leaders, but open to any staff member.



**L**

#### Legal Matters:

##### Communication to Create Inclusive Climates (ZOOM)

This course provides leaders with a better understanding of how to increase inclusivity in their communications, navigate a difficult conversation, and discuss a development path to increase diversity in the workplace. As an organization committed to creating a work environment that nurtures diversity and inclusion, this training is required for all leaders, but open to any staff member.

**Course #:** CE56830121 **Contact Hours:** ABN CE 1.8

**Instructor:** Nakimuli Davis-Primer

**Dates & Times:**

September 1 - 8:00 to 9:30 am, or 10:00 to 11:30 am;

September 23 - 1:00 to 2:30 pm;

October 5 - 1:00 to 2:30 pm;

October 20 - 8:00 to 9:30 am, or 10:00 to 11:30am;

November 3 - 8:00 to 9:30 am, or 10:00 to 11:30am;

November 16 - 1:00 to 2:30 pm;

December 1 - 1:00 to 2:30 pm;

December 15 - 8:00 to 9:30 am, or 10:00 to 11:30 am

### HR Legal Courses

**L**

#### Legal Matters: Bullying in the Workplace (ZOOM)

This course provides leaders with a better understanding of how to recognize and combat workplace bullying; and legal issues surrounding this management challenge. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE51170720 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Dates & Times:** November 11 - 8:30 - 10:00 am

**L**

#### Legal Matters:

##### Managing Employees in a Challenging Environment (ZOOM)

This course provides leaders with a better understanding of legal issues associated with managing challenging employees while keeping legal risks to a minimum. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE51180720 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Dates & Times:**

November 11 - 1:00 am to 3:00 pm

**L**

#### Legal Matters:

##### ADA & Retaliation, What You Need to Know (ZOOM)

In this interactive course, you will learn about the Americans with Disabilities Act and how best to comply with it. This class will cover how the law protects employees in defined "protected classes", and how leaders can help them too. The course also covers retaliation – what it means, what it looks like and how not to retaliate. The course provides insight on how harassment fits into the challenges of accommodation in the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE55710220 **Contact Hours:** ABN CE 1.8

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Date & Time:** November 11 - 1:00 - 2:30 pm

**L**

##### A Leader's Guide to Worker's Compensation (ZOOM)

This class was developed to guide leaders through the management issues of worker's compensation. The participants will have an overview of worker's compensation regulation, and learn about strategies to lower worker's compensation injuries. For Huntsville Hospital managers only.

**Course #:** CE51210720 **Contact Hours:** ABN CE 1.2; ANCC CE 1.0

**Instructor:** Sherree Clark

**Dates & Times:** November 10 - 9:00 to 10:30 am

**L**

#### Legal Matters: Unconscious Bias Training for Leaders (ZOOM)

This course provides leaders with a better understanding of how to recognize implicit bias, how it can impact decision making, and how to reduce the influence of implicit bias in the workplace. The course also reviews legal issues surrounding this management challenge. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE56820121 **Contact Hours:** ABN CE 1.8

**Instructor:** Nakimuli Davis-Primer

**Dates & Times:**

September 1 - 1:00 to 2:30 pm;

September 23 - 8:00 to 9:30 am or 10:00 to 11:30 am;

October 5 - 8:00 to 9:30 am or 10:00 to 11:30 am;

October 20 - 1:00 to 2:30 pm;

November 3 - 1:00 to 2:30 pm;

November 16 - 8:00 to 9:30 am or 10:00 to 11:30 am;

December 1 - 8:00 to 9:30 am or 10:00 to 11:30 am;

December 15 - 1:00 to 2:30 pm

**L**

#### Increasing Cultural Sensitivity in the Healthcare Environment (ZOOM)

This course introduces employees to the diverse cultural make-up of our community and identifies how different cultures perceive medical emergencies and therefore what barriers may influence the care of foreign-born patients. Learn how to conduct a proper assessment of the diverse patient and review best practices for enhancing communication.

**Course #:** CE52830921 **Contact Hours:** ABN CE 1.8

**Instructor:** Melissa Murrell

**Dates & Times:**

September 8 - 1:00 to 2:00 pm;

November 2 - 10:00 to 11:00 am

# Leadership Development • Management Skills

(Please note, class dates are subject to change)



## Tools to Build a Strong Team

### **NEW:** Coaching for Success (ZOOM)

As a leader, coaching is a critical skill you are called to share every day. This workshop reviews effective coaching communication skills, strategies to support and build up your team, and tools to maximize performance and growth. In this session you will also have an opportunity to practice coaching through case studies.

**Course #:** CE56700121      **Contact Hours:** ABN CE 2.4

**Instructor:** Cynthia Traylor

**Date & Time:** Oct 14, or Dec 8 - 1:00 to 3:00 pm



### Difficult Conversations (ZOOM)

Healthy dialogue promotes a healthy workplace! Effectively addressing a difficult situation is a critical skill we all need to possess. This class will provide skill building for managers and team members on how to discuss uncomfortable workplace issues, learn what your communication style is under stress, and how you can avoid the communication traps of silence or aggression that undermine teamwork. The course also provides opportunities to practice, and master having a difficult conversation while simultaneously strengthening your professional relationships.

**Course #:** CE55260120      **Hours:** ABN CE 2.4

**Instructor:** Myron Parks, Andy Parrish, Heather Mitchell

**Non-Employee Cost:** \$50

**Dates & Times:** Oct 13 - 9:00 to 11:00 am; Nov 30 - 1:00 to 3:00 pm



### **NEW:** HRO Instilling a Fair and Just Culture (ZOOM)

This course is required and designed for leaders, covering how to incorporate Fair and Just Culture into management of staff. Additionally the class covers proper Investigation of safety events, using the PMDG algorithm to classify disciplinary actions with staff, and the appropriate paperwork for our Health System. The class includes case studies, and group learning activities.

**Course #:** CE55370120      **Contact Hours:** ABN CE 3.0

**Instructors:** Cynthia Traylor, Vicky McClain

**Dates & Times:** Sept 9 - 1:00 to 3:30 pm;

Oct 19 - 8:30 to 11:00 am; Nov 18 - 1:00 - 3:30 pm



### How Great Leaders Drive Employee Engagement (ZOOM)

This course is focused on understanding employee engagement and the strategies for driving higher engagement in the work area. Some of the key strategies covered include improving workplace climate, trust, and how to best support staff so that engagement can thrive.

**Course #:** CE50910720      **Contact Hours:** ABN CE 1.8

**Instructor:** Elise Taylor

**Dates & Times:** Oct 28 - 1:00 - 2:00pm; Dec 12 - 8:00 - 9:30 am



### Managing Attendance & Related Workforce Challenges (ZOOM)

This course is for those in all levels of leadership, providing direction for issues related to managing staff attendance. In this course, participants review the hospital policy on attendance, depart-specific policies, issues related to points, different types of leave, and additional challenges. The course also reviews management responsibilities with these attendance challenges.

**Course #:** CE51200718      **Contact Hours:** ABN CE 2.4

**Instructors:** Connie Poole & Paige Bastin

**Dates & Times:** November 11 - 1:00 to 3:00 pm.

## Frontline Refreshment



### A Monthly Series for Frontline Supervisors

This series features monthly presentations designed to inform, encourage, and even recharge frontline supervisors.

**SEPT Course #:** CE55920720      **Contact Hours:** ABN CE 1.8

**OCT-DEC Course #:** CE55920921      **Contact Hours:** ABN CE 1.2

- **Choice 10: Open Enrollment (ZOOM)**  
Sept 16, 30, Oct 6 - 1:00 to 2:30pm; Sept 22 - 8:30 to 10:00am  
featuring Lynda Donovan, Director of Benefits
- **Huntsville Hospital: 2021 Update & Challenges (ZOOM)**  
Oct 12 - 2:00 pm to 3:00 pm  
featuring Tracy Doughty, President, COO Huntsville Hospital

*Register in NetLearning for all upcoming opportunities.*



### Real Colors Personality Workshop (ZOOM)

The basis of this workshop is the Real Colors Personality Instrument: a user-friendly, intuitive tool that identifies our different personality types and how different personality types work as a team.

**Course #:** CE55950720      **Contact Hours:** ABN CE 2.4

**Instructors:** Myron Parks, Andy Parrish, Heather Mitchell

**Date & Time:**

Sept 7, Nov 9 - 1:00 to 3:00 pm; Oct 7 - 9:00 to 11:00 am

**To schedule a special session email** [Heather.T.Mitchell@hhsys.org](mailto:Heather.T.Mitchell@hhsys.org).



### Recruiting Strategies for Leaders

Building a strong team starts with the recruitment process. Great leaders adopt new and innovative ways to recruit talent to their team. This course covers innovative ways to recruit the best talent, utilize technology to help your search, partner with your recruiter, and take advantage of new ways to reach the applicants you seek. The course covers tools and activities for maximizing your recruiting efforts.

**Course #:** CE54910821      **Contact Hours:** ABN CE 1.2; S.W. 1.0

**Instructor:** Shannon Bjornseth

**Dates & Times:** Sept 15, Nov 14 August 20 - 9:00 to 10:00 am



### Selecting the Right Employee (ZOOM)

Part of a manager's job is to recruit, select, and cultivate a strong team. In this class leaders will learn strategies for selection the right staff to ensure that the future of the department or organization will be in capable hands. Participants will learn deliberative steps to ensure they identify the successful candidate profile and in turn hire the right employees for critical roles. The course also reviews how iCIMS can support this process.

**Course #:** CE51191020      **Contact Hours:** ABN CE 2.4;

**Instructor:** Beverly Burke / Fannie Proctor

**Dates & Times:** September 21, November 16 - 9:00 to 11:00 am



*Class counts toward the annual goal for Huntsville Hospital Leaders.*



## Community Classes

For the class schedule and to register go to [HHWomenandChildren.org/classes](http://HHWomenandChildren.org/classes), or call 256-265-7286.



### Safe Sitter

This nationally, pediatrician-developed program prepares young adolescents for the responsibilities of babysitting, nurturing, and protecting children in their care. The class addresses child care essentials, injury prevention, basic CPR skills, safety for the sitter and much more. This is a 10-hr course taught on 2 consecutive days. *Participants age is 11-14.*

**Instructor:** Ellen Harris **Emp. Cost:** \$56  
**Non-Employee Cost:** \$70

### Girl Talk I

Girl Talk I addresses issues of maturation, focusing primarily on physical changes of puberty, and introduction of the female reproductive system. This class also fosters open communication between parents and children and address related anxieties. *Recommended for girls ages 9-12 with an adult.*

**Instructors:** Ellen Harris, Karen Ivey **Emp. Cost:** \$28  
**Non-Employee Cost:** \$35

### Girl Talk II

Girl Talk II addresses issues of emotional changes of puberty, and the introduction of human reproduction. This class fosters open communication between parents and children and provide factual information to address potential anxieties that typically accompany adolescent development. *Recommended for girls ages 9-14 with an adult.*

**Instructors:** Ellen Harris, Karen Ivey  
**Emp Cost:** \$28 **Non-Employee Cost:** \$35  
**Prerequisites:** Girl Talk I recommended

### Guy Talk

This is a class that addresses issues of physical development and emotional changes during puberty, and the introduction of human reproduction. This class fosters communication between parents & children and addresses potential anxieties that accompany this stage of adolescent development. *Recommended for guys age 9-13 with an adult.* **Instructor:** Eugene Johnson **Emp. Cost:** \$28 **Non-Emp. Cost:** \$35

## Corporate University Overview

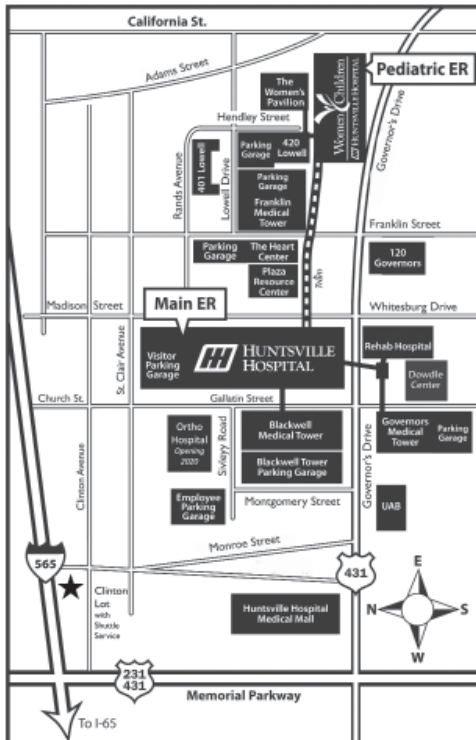
### How to Contact Us

**Phone:** 256-265-8025 ; **Fax:** 256-265-9417  
**Office Hours:** Monday - Friday, 7:00 am - 4:00 pm  
**Street Address:** 109 Governors Drive, SW; Huntsville, AL 35801  
**Mailing Address:** Corporate University; P.O. Box 1167; Huntsville, Alabama 35807  
**Web:** [www.huntsvillehospital.org](http://www.huntsvillehospital.org) under Education & Events.

### How to Register

**For Classes:** Visit Huntsville Hospital's Corporate University's offices; or to register with a Visa/Mastercard/American Express/Discover, call 256-265-8025.  
**For Conferences:** Online registration is available at [www.huntsvillehospital.org/conferences](http://www.huntsvillehospital.org/conferences). Simply click on the conference title, and the registration website will guide you through the registration process.

### Location of Corporate University



### Parking and Class Preparation

Employees are required to park in their regularly assigned parking, and to be in dress code while attending classes. For non-employees, Corporate University's guest parking varies. Please call (256) 265-8025 beforehand to find where current parking is available.

### Refunds

If you must withdraw from a class or conference, we require two days notice prior to the course start date. It takes about 3 weeks for a refund to be processed. A refund check will be sent to the address provided at the time of registration.

### Location of the Cochran Training Facility

