PROGRESSIONS

Upcoming Conferences

11/8/24	Trauma Conference
1/25/25	Best Practice in Orthopedics
2/8/25	Cardiology Update
2/28/25	Psychiatry Conference
4/5/25	Neurology & Neurosurgery

To register or see a full listing of conferences visit: HHSYS.org/Conferences Event dates are subject to change.

Career Ambassadors

Did you know that Huntsville Hospital has a group of dedicated healthcare professionals that support career awareness in our community?

The Career Ambassador initiative was started in 2022, and the group of 30 staff are trained to support sessions that reach students of all ages and community groups that provide career awareness. The group has reached close to 20,000 students and career seekers.

The Career Ambassadors group reflects the diversity of our workforce, representing different roles in the delivery of care, with varying backgrounds and career journeys. Their stories inspire the workforce of tomorrow. For more information contact Corporate Univeristy at (256) 265-8025.

A few of our Career Ambassadors Briannah Weaver, Sharon Driedger , and Kay Ousby, at the Richard Showers Center's Healthcare Hero Day.

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.

Using Mock Codes to Build Skills

Workforce preparedness for any code eventuality is a critical focus for our organization. In 2024 the American Heart Association Training Center expanded its Mock Code testing environment and process to increase staff skills and confidence in dealing with codes.

In the fall for 2023 the American Heart Association Training Center team gathered students and educators feedback for improving Mock Codes. Mock codes provide a simulated time for staff to practice their advanced resuscitation and life-support skills.

The team developed a plan to make the Mock Code lab more realistic; and in 2024 added high fidelity manikins, a simulated patient space with critical feedback monitors, and tools that a staff member would have during a code in a patient area.

AHA Training Center team members Quinton Preston, Angela Renfroe, Gayle Stinnett, Cindy Schwartz, and Wendy Stewart in the newly enhanced simulation lab.

The team also added additional education practice sessions for adult and pediatric simulated codes as well as Zoom-hosted review sessions.

These new courses include:

ACLS & PALS Practice MegaCode Sessions

These in-person sessions allow clinical staff the opportunity to build confidence in ECG rhythm identification, critical thinking, and the treatment of dysrhythmias experienced during a real life cardiopulmonary arrest and cardiovascular emergencies. These simulated practice sessions are provided for adult and pediatric events.

ACLS & PALS Practice MegaCode Review (Zoom)

These Zoom-hosted review sessions allow an opportunity to review adult and pediatric study materials, opportunity for Q&A, and invaluable review time to support student success.

A special thanks to the Huntsville Hospital Foundation for funding these equipment additions. Registration and class times are listed in Symplr LEARNING. Customized sessions can be scheduled for groups. For more information on this series please contact Corporate University at (256)265-8025.

Clinical Excellence · General Nursing

Point of Care Testing Training

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
Times and dates will be in Symplr LEARNING

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
Times and dates will be in Symplr LEARNING

POCT i-STAT Operator Certification

This course covers the training and check-off process for collection manager device used for collection of lab specimens. For employees only.

Course #: LAB3900120+   **Hours:** 1.0
Instructors: various
Times and dates will be in Symplr LEARNING

POC Glucometer Certification

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

Course #: LAB3620118+   **Hours:** 1.25
Instructor: POC Staff
Times and dates will be in Symplr LEARNING

Nursing Basics

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 #: CE52390123   **Contact Hours:** ABN CE 2.4
Instructor: various
Times and dates will be in Symplr LEARNING

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 #: CE51390622 +   **Contact Hours:** ABN CE 1.8
Instructor: Carla Sims
Times and dates will be in Symplr LEARNING

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 #: CE53830123+   **Contact Hours:** ABN CE 3.6
Instructor: Yvette Hawkins
Times and dates will be in Symplr LEARNING

Do or Die: Lethal Cardiac Rhythms

In this class students will learn about lethal cardiac rhythms and required responses from caregivers, how to identify ventricular tachycardia, torsades, ventricular fibrillation, ventricular standstill, idioventricular, and agonal and asystole.

Course #: CE57370122+   **Contact Hours:** ABN CE 1.8
Instructor: various
Times and dates will be in Symplr LEARNING.

Intra-Aortic Balloon Pump Management (IABP)

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

Course #: CE51131123   **Contact Hours:** ABN CE 4.2
Times and dates will be in Symplr LEARNING

Making of a Mentor/Coach for Nurses

This course is designed to provide guidance and tools to support orienting newly employed nursing staff and precepting nursing students. Topics covered include the mentor/coach and trainee relationship; guidelines and expectations for providing a Safe/Caring/Kind environment for patients, families, and staff/students; and adult learning styles and training techniques for success. The course is open to RN and LPN employees only.

Course #: CE52800624   **Contact Hours:** ABN CE 3.6
Times and dates will be in Symplr LEARNING

Clinical Excellence · General Nursing

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 #: CE53970821+　　　**Contact Hours:** ABN CE 2.4
Instructor: various
Times and dates will be in Symplr LEARNING
Prerequisite: *Access Site & Groin Management*

Recognition of Deterioration
This course is a simulation learning opportunity for RN, LPN, PCA, RT, and any staff member wanting to learn about Rapid Response and Code Blue process. This course provides opportunities to learn the skills necessary for emergencies, improve staff confidence, improve performance in caring for a patient experiencing deterioration, and ultimately improve patient outcomes.
Course #: CE52870122+　　　**Contact Hours:** ABN CE 2.4
Instructor: Heather Thacker　**Location:** CNP Sim Lab
Times and dates will be in Symplr LEARNING

Safe Patient Mobility (PCA / RN / LPN)
This class will cover one or more of the following unit-specific safe patient handling devices: MaxiSlides, Sara/Stedy-Fall Prevention device-Limited assist/mobility sit-to-stand, Sara 3000-Moderate assist/mobility sit-to-stand Opera/Maxi Move-Total assist/mobility lift.
Course #: CNP02190421+　　　**Hours:** 2.0
Instructor: Various
Times and dates will be in Symplr LEARNING

Student Nurse Aide Transition Class
The Alabama Board of Nursing is supporting a new role in the nursing team, a Student Nursing Aide (SNA). This is a role for nursing students that have completed Nursing Fundamentals and the Pharmaceutical Class. These Student Nurse Aides must attend this class to prepare them for the best practices related to care interventions.
Course #: CNP02251121+　　　**Hours:** 4.0
Instructor: Clinical Nursing Practice Team
Times and dates will be in Symplr LEARNING

Therapeutic Hypothermia Management
This course helps prepare nurses for the patient management aspects of Targeted Temperature Management, and the purposes of those interventions.
Course #: CE54420123　　　**Contact Hours:** ABN CE 2.1
Instructor: various　　　**Location:** HH Main, 6A classroom
Times and dates will be in Symplr LEARNING

Ventricular Assist Device Management
This course reviews hemodynamics, and how it relates to the placement, purpose, and management of a patient with a Tandem Heart. Students also learn about the purpose of the Impella Devices as well as the difference between LV and RV Impella.
Course #: CE54410622+　　　**Contact Hours:** ABN CE 3.30
Instructor: various
Times and dates will be in Symplr LEARNING

Women & Children Basics

NICU 2.0 (ZOOM & live options)
This course covers a systems approach to physiology, presentation, diagnosis, conditions, medications, and treatments for neonates.
Course #: CE52440123　　　**Contact Hours:** ABN CE 8.4
Instructor: various
Times and dates will be in Symplr LEARNING

Breastfeeding for Patient Care Techs
Breastfeeding for patient care techs is a class to support the breastfeeding mother. This class reviews basic breastfeeding information, expenses myths and beliefs, and breast pump use.
Course #: WCS6930222+　**Hours:** 2.0
Please check Symplr LEARNING for times and dates of classes.

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 #: CE54870122+　　　**Contact Hours:** ABN CE 4.4
Times and dates will be in Symplr LEARNING

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. This is a two-day course, and both days must be completed for credit.
Course #: CE52890123　　　**Contact Hours:** ABN CE 16.8, ANCC 14.0
Times and dates will be in Symplr LEARNING

RTS[©] Perinatal Bereavement Training for Healthcare Workers
The Resolve through Sharing 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 as well as instruction on using the Resolve Through Sharing Perinatal Bereavement program.
Course #: CE53980123　　　**Contact Hours:** ABN CE 2.4
Times and dates will be in Symplr LEARNING

S.T.A.B.L.E. Learner 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 #: CE51310722　　　**Contact Hours:** ABN CE 9.7
Instructor: various　　　**Location:** W&C Ground Floor Classroom
Times and dates will be in Symplr LEARNING

Small Baby Education
This course covers presentation, diagnosis, conditions, medications, and treatment protocols for extremely low birth weight neonates.
Course #: CE52460123　　　**Contact Hours:** ABN CE 9.4
Instructor: various　　　**Location:** W&C Ground Floor Classroom
Times and dates will be in Symplr LEARNING

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.

Course #: CE53950123   **Contact Hours:** ABN CE 4.8
Instructor: Alicia Pettis   **Non-Employee Cost:** $50
Times and dates will be in Symplr LEARNING

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 #: CE52370123   **Contact Hours:** ABN CE 1.2
Instructor: various
Times and dates will be in Symplr LEARNING

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.

Course #: CE52410123   **Contact Hours:** ABN CE 3.3
Instructor: various   **Non-Employee Cost:** $30
Times and dates will be in Symplr LEARNING

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 #: CE53530223   **Contact Hours:** ABN CE 4.8
Instructor: Leigh Befort   **Location:** Cochran 420
Times and dates will be in Symplr LEARNING

TOPM: Neuro Module (Basic Only)

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 #: CE54000523   **Contact Hours:** ABN CE 2.4
Instructor: various   **Non-Employee Cost:** $50
Times and dates will be in Symplr LEARNING

TOPM: Neuro Module (Basic & Advanced)

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

Course #: CE54010523   **Contact Hours:** ABN CE 4.8
Instructor: various   **Non-Employee Cost:** $50
Times and dates will be in Symplr LEARNING

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 #: CE51270724   **Contact Hours:** ABN CE 2.4
Instructor: various
Times and dates will be in Symplr LEARNING

TOPM: Ostomy Wound Liaison (OWL) Training Class

This course focuses on understanding the essential components of wound assessment and healing.

Course #: CE57810622+ for nurses; PCS54680123 for PCAs
Contact Hours: ABN CE 3.6   **Instructor:** Leigh Befort
Times and dates will be in Symplr LEARNING

TOPM: Procedural Sedation

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 #: CE53270123   **Contact Hours:** ABN CE 1.8
Times and dates will be in Symplr LEARNING

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: CE52310123
Basic & Advanced: CE52300123   **Instructor:** various
Contact Hours: Basic only - ABN CE. 3.0 and Basic & Adv. ABN CE 4.3;
Times and dates will be in Symplr LEARNING

TOPM: Rapid Sequence Intubation (RSI)

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 #: CE53260123   **Contact Hours:** ABN CE 1.2
Instructor: various
Times and dates will be in Symplr LEARNING

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 #: CE52340724   **Contact Hours:** ABN CE 1.2
Instructor: various
Times and dates will be in Symplr LEARNING

Clinical Excellence

TOPM: Skin & Wound Care

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

Course #: CE53371022   **Contact Hours:** ABN CE 2.4
Instructor: Various
Times and dates will be in Symplr LEARNING

TOPM: Stop Sepsis: Sepsis Pathophysiology and Sepsis Screening

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

Course #: CE53910123   **Contact Hours:** ABN CE 2.4
Instructor: various
Times and dates will be in Symplr LEARNING

Nurse Residency Program

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:

- **Compassion: Caring for Others** - January
- **Communication Techniques** - February
- **Patient Education / Difficult Situations** - March
- **Conflict Management / Provider Issues** - April
- **The Nursing Residency Program** - May
- **Ethics and Legal Issues** - June

- **Technology, Social Media, and Cultural Diversity** - July
- **Prioritization** - August
- **Delegation** - September
- **Critical Thinking and Making Mistakes** - October
- **Decision Making: Time Management** - November
- **Self-Care: Stress Management** - December

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

Advanced Practice Provider Education Series

The Advanced Practice Providers (APP) Series provides monthly education opportunities which carry *AMA PRA Category 1 credit ™* as well as ANCC 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 Symplr LEARNING.   Please check Symplr LEARNING for specific topics as they become available:

Course #: CE/CME6900922, E-CE/CME6900920+
Contact Hours: ABN CE 1.2; CME 1.0, ANCC CE 1.0

*Registration and the growing online CBL course catalog can be accessed in Symplr LEARNING, search **E-CME6900920**+*

Quality · Patient Safety · The Patient Experience

Quality · Journey to Zero
HRO: Putting Patient Safety Culture to Work

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. The course is only open to employees, and is required for all staff.

This class will be conveniently taught every Wednesday morning in 2024, and every Tuesday morning in 2025 to support newly hired employees initial training. The class is also opne to those wanting to take the class that are not newly hired. Registration for these classes is in Symplr LEARNING.

Course #: CE54580224
Contact Hrs: ABN CE 3.6
Times and dates will be in Symplr LEARNING.

Quality · Accreditation Series
Mock Surveyor Training (ZOOM)

This course covers key skills for conducting mock surveys in the healthcare setting, and encourage learning with staff involved in the mock survey. The instructor covers the core regulations for Joint Commission and CMS; and the more practical ways to best maintain survey readiness.

Course #: CE54140724
Contact Hours: ABN CE 1.2; ANCC 1.0
Instructor: Lyn Tipton
Times and dates will be in Symplr LEARNING.

Ⓛ Patient Experience Series (ZOOM)

This series is provided to share strategies for improving the patient experience and in turn HCAHPS scores.

Managers will learn methods used to measure customer service effectiveness, and strategies for increasing specific categories of HCAHPS scores.

These courses feature our Patient Experience team. This series also carries leadership credit.

Please note, session topics will vary, and will be reflected in the course description.

Course #: CE58210123   **Contact Hours:** ABN CE 1.8

Please check Symplr Learning for course topics, dates, and times.

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

American Heart Association Training

Requirements

Many employees are required to have current AHA Certifications for their job. These requirements are based on their roles and responsibilities in the healthcare setting. For those that work in a care setting, a minimum of BLS is required. For those providing care where procedural sedation is involved, they may be required to also be certified in advanced cardiopulmonary life resuscitation; ACLS and/or PALS. If a certification expires, the employee should not be scheduled to work until the required certification has been renewed.

Deadlines

Newly hired employees are required to obtain their BLS certification within 90 days of hire. Employees that are required to have an advanced certification must complete their ACLS and/or PALS within their first year in that role, or less as required by their department policy. Check with your educator or manager for department-specific deadlines.

Staying Current on Certifications

If an employee happens to have a current certification from another AHA training center, the employee is required to submit their current card to the AHA training center by emailing a copy to **ecard@hhsys.org,** or visiting our offices in the first floor of the Dowdle Center. This certification will be verified and added to their Symplr LEARNING education record.

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 and use of an AED. Participants complete the written test at the end of the course. First Aid is not offered within this course.

Course #: BLS-1501

Huntsville Hospital and Madison Hospital times and dates will be in Symplr LEARNING

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.*

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

Preparing for BLS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

Preparing for BLS Renewal

For employees renewing BLS certification, employees need to complete the BLS HeartCode Online® prior to signing up for the BLS Skills live session.

- **BLS HeartCode Online® CBL** (Required)
- **E-BLS15021121 + AHA Renewal Study Guide** (Optional)

AHA BLS Healthcare Provider Renewal Skills Check

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 prerequisite, the **BLS HeartCode Online® (CBL)** to review materials, and complete the written test. Once completed students sign up for a follow up AHA BLS Renewal Skills Check session in Symplr LEARNING, a live class where students will demonstrate skills to complete their renewal. Participants need to bring their completion certificate for the **BLS HeartCode Online® (CBL)** and their expiring BLS card.

Course #: BLS-1502+ AHA BLS Renewal Skills Check
Hours: 1.0

Huntsville Hospital and Madison Hospital times and dates will be in Symplr LEARNING

Class times are subject to change. For ZOOM-hosted classes, registration closes the day prior to class.

AHA • Adult Cardiovascular Life Support

AHA ACLS Provider

This course for the healthcare professional covers adult cardiovascular arrhythmia recognition, cardiovascular drug therapy, airway management skills, and Zoll defibrillator skills. Students will need to successfully complete online in Symplr LEARNING and the AHA Pretest on AHA's website, followed by attending the AHA ACLS Provider class.

Prerequisites:
- **Current certification in BLS Healthcare Provider**
- **E-CU9771022 Zoll Defibrillator Review (CBL)**
- **AHA ACLS Provider Review (CBL)**
  Course #: E-CE55180120+
- ***Contact Hours:*** ABN CE 4.8; ABN Pharm 1.2
- ***AHA Prerequisite Pretest:*** To access the ACLS online pretest; go to 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 certificate to class.

Course #: CE55380224   ***Hours:*** ABN CE 2.4
Employee Cost: $100 *(if not required for your work)*
Supplies: $50 ACLS Textbook; $35 ECC Handbook
Note: *ACLS Provider registration must be scheduled with Corporate University, or Amanda Ryan for Madison Hospital.*

Preparing for ACLS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

Preparing for ACLS Renewal

For employees renewing their ACLS certification, first employees will be assigned an ACLS HeartCode key in Symplr LEARNING. Students also need to be prepared to renew their BLS during their MegaCode session. Prior to the MegaCode session, students need to complete:
- **AHA ACLS HeartCode Part 1**
- **BLS HeartCode Online® (CBL)**
- **And several other prerequisites, outlined below.**

NEW ACLS Practice & Review Tools

Corporate University provides courses and tools to support student success. Several new tools have been launched in 2023, listed below.

ACLS Practice MegaCode Session

This is a refresher course for those obtaining or renewing their ACLS certification. The session provides an opportunity to review equipment and algorithms used during ACLS skills testing. Additionally, the practice builds confidence in ECG rhythm identification, critical thinking, and the treatment of dysrhythmias experienced during real life cardiopulmonary arrests and cardiovascular emergencies.
  Course #: ACLS-7010123
  Please check Symplr LEARNING for dates and times.

ACLS Practice MegaCode Review (ZOOM)

This is a review of ACLS materials, allowing time for Q&A, invaluable for some learners. Conveniently provided over ZOOM.
  Course #: ACLS-7020523
  Please check Symplr LEARNING for dates and times.

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:
  ACLS course materials can be purchased at Corporate University
  Supplies: $35 (Handbook) and/or $50 (Textbook)
  Employee Cost *(if not covered by unit)*
  $144 for HeartCode Part 1 + $75 skills fee and supplies (as needed)
  Note: *Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.*

AHA ACLS MegaCode Skills Check Off (with 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.

Prerequisites:
- **BLS HeartCode Online® (CBL)**
- **E-ACLS 7040724 Zoll Defibrillator Review (CBL)**
- **E-ACLS 7030624 ACLS Adult Airway Video (CBL)**
- **AHA ACLS HeartCode Part I**

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

Huntsville Hospital and Madison Hospital times and dates will be in Symplr LEARNING

AHA • Pediatric Advanced Life Support

AHA PALS Provider

This course for the Healthcare Professional covers pediatric cardio-vascular rhythm interpretation, cardiovascular drug therapy, airway management skills and Zoll defibrillator skills. Students will need to successfully complete online prerequisites in Symplr LEARNING and the AHA Pretest on AHA's website followed by attending the AHA PALS Provider class.

Prerequisites:
- **Current certification in BLS Healthcare Provider**
- **E-CU9781022 PALS Zoll Defibrillator Review (CBL)**
- **E-CU10211022 IO - Intraosseous Access Video**
- **E-CU10221022 Management of Respiratory Emergencies**
- **AHA PALS Provider Review (CBL)**
  Course #: E-CE51161018+
- ***Contact Hours:*** ABN CE 3.6
- ***AHA Prerequisite pretest:*** To access the PALS online pretest; go to 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 #: CE55340227   ***Contact Hours:*** ABN CE 3.0
Employee Cost: $100 *(if not required for your work)*
Non-Employee Cost: $200   ***Affiliates Cost:*** $195
Supplies: Handbook $35; Textbook $55
Huntsville Hospital Dates and Times:
Note: *PALS Provider registration must be scheduled with Corporate University, or Amanda Ryan for Madison Hospital.*

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. Once the Part I online course is done, the student must sign up for an AHA Skills Check MegaCode, and complete additional prerequisites for that class; this must be completed within 60 days of completing HeartCode.

Prerequisites:
PALS course materials can be purchased at Corporate University
Supplies: $35 (Handbook) and/or $55 (Textbook)
Employee Cost *(if not covered by unit)*
$144 for HeartCode Part 1 + $75 skills fee and supplies (as needed)
Note: *Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.*

AHA PALS MegaCode Skills Check Off (with 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.

Prerequisites:
- **BLS HeartCode Online® (CBL)**
- **E-PALS 7030724 PALS Zoll Defibrillator Review (CBL)**
- **E-CU10211022 IO - Intraosseous Access Video**
- **E-CU10221022 Management of Respiratory Emergencies**
- **AHA PALS HeartCode Part I**

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

Huntsville Hospital and Madison Hospital times and dates will be in Symplr LEARNING

NEW PALS Practice & Review Tools

Corporate University provides courses and tools to support student success.   Several new tools have been launched in 2023, listed below.

PALS Practice MegaCode Session

This is a refresher course for those obtaining or renewing their PALS certification. The practice session builds confidence in recognizing cardiopulmonary arrest, shock, and respiratory emergencies in the pediatric population.
Course #: PALS-7010123
Please check Symplr LEARNING for dates and times

PALS Practice MegaCode Review (ZOOM)

This is a review of PALS materials, allowing time for Q&A, invaluable for some learners. Conveniently provided over ZOOM.
Course #: PALS-7020423
Please check Symplr LEARNING for dates and times.

Preparing for PALS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

Preparing for PALS Renewal

For employees renewing their PALS certification, first employees will be assigned an PALS HeartCode key in Symplr LEARNING. Students also need to be prepared to renew their BLS during their MegaCode session. Prior to the MegaCode session, students need to complete:
- **AHA PALS HeartCode Part 1**
- **BLS HeartCode Online® (CBL)**
- **And several other prerequisites, outlined in the course description.**

Personal Growth & Safety

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. The series is called "The Management of Aggressive Behavior" courses or MOAB, and they include several empowering courses listed here.

Beginning in 2025, MOAB Classes will be provided every Tuesday afternoon, in the Cochran Training space. This conveniently recurring schedule of classes is for newly hired staff as well as existing staff. Additional class times are also provided for more options.

MOAB Introduction & Recertification + Escape 8

Management of Aggressive Behavior class, participants go through two hours of initial / renewal training regarding how to recognize, reduce, and manage violent and aggressive behavior. If participants take the course coupled with Escape 8, participants will also cover the top eight strategies to escape a dangerous situation.
   Course # for HH: CE52820123 and CNP01840120
   Contact Hours: ABN CE 4.8

MOAB Recertification only + Escape 8

   Course # for HH: CE5282123 and CNP 01840120
   Contact Hours: ABN CE 4.8

AVERT: Active Violence Emergency Response Training

This course prepares staff for an active violence event, including emergency response skills, interventions such as Stop the Bleed skills, as well as evade, barricade, and fight training.
   Course #: CE59100124   ***Contact Hours:*** ABN CE 4.8

Please see Symplr LEARNING for the full schedule.

Business Programs

EPSI New User Training (ZOOM)

This course introduces new users to the EPSI software, 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.
   Course #: BUS0671119+   ***Hours:*** 1.5
   Instructor: Misty Hankins
   Times and dates will be in Symplr LEARNING

Introduction to iCIMS Talent Management System (ZOOM)

This course reviews how the hiring manager can utilize our applicant tracking program, iCIMS. This platform supports many of the tasks involve in hiring employees including: candidate review, screening, and hiring of new staff to the organization.
   Course #: CE59400424   ***Contact Hours:*** ABN CE 1.2
   Instructor: Fannie Proctor and Lauren Johnston
   Times and dates will be in Symplr LEARNING

Kronos Introduction Class (ZOOM)

This course introduces new time and attendance editors to the Kronos time and attendance software. The class reviews 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.
   Course #: BUS0770923   ***Hours:*** 3.0 hours
   Instructor: Scotty St. Clair
   Times and dates will be in Symplr LEARNING

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

Computer Skills

Microsoft Excel I/II - Basic/Intermediate

This course reviews tool-bars, menus, formatting a worksheet, basic formulas and functions, formatting cells, core functions, data manipulation, and some charting. Course is open to Health System employees only.
   Course #: CU10060119+   ***Hours:*** 1.5
   Instructor: Bryan Martin   ***Supplies:*** $5 *(quick reference guide)*
   Times and dates will be in Symplr LEARNING
   To schedule a one-on-one class, call (256) 265-8025.

Microsoft Excel Advanced

This course reviews the basics, and more advanced functions including macros, pivot tables and visual basics. For Health System employees only.
   Course #: CU10180721+   ***Hours:*** 1.5
   Instructor: Sam Brunson   ***Supplies:*** $5 *(quick reference guide)*
   Times and dates will be in Symplr LEARNING
   To schedule a one-on-one class, call (256) 265-8025.

Microsoft Word

This course reviews the basic functions of Microsoft Word, including: tool-bars, menus, formatting, page set-up and proofing tools, advanced formatting tools, tables, drawing tools. For Health system employees only.
   Course #: CU9920118+   ***Hours:*** 1.5
   Instructor: Bryan Martin   ***Supplies:*** $5 *(quick reference guide)*
   Times and dates will be in Symplr LEARNING
   To schedule a one-on-one class, call (256) 265-8025.

Microsoft PowerPoint

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: Bryan Martin   ***Supplies:*** $5 *(quick reference guide)*
   Times and dates will be in Symplr LEARNING
   To schedule a one-on-one class, call (256) 265-8025.

Professional Development

Building Personal Professionalism

Emotional Intelligence in the Workplace (ZOOM)

Emotional Intelligence is a proven critical competency in the workplace. In this course students will learn about the four key components of Emotional Intelligence (EI), hallmarks of high emotional intelligence, dangers of emotions out of check, and using these components to start building greater EI competence.

Course #: CE58420423 **Contact Hours:** ABN CE 1.2
Instructor: Elise Taylor
Times and dates will be in Symplr LEARNING

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 #: CE56150824 **Contact Hours:** ABN CE 1.8
Instructor: Rob Crawford
Times and dates will be in Symplr LEARNING

Navigating My Career Journey (ZOOM)

This course reviews practical ways to set the stage for career growth including: strategies for building your network, engaging a mentor for career feedback, developing your plan for career growth, and utilizing benefits that support expanded professional education.

Course #: CE57830622 **Contact Hours:** ABN CE 1.2
Instructor: Elise Taylor
Times and dates will be in Symplr LEARNING

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 #: CE58410323 **Contact Hours:** ABN CE 1.2
Instructor: Various
Times and dates will be in Symplr LEARNING

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.

Course #: CE52400123 **Contact Hours:** ABN CE 2.4
Instructor: Various
Times and dates will be in Symplr LEARNING

Frontline Refreshment

A Monthly Series for Frontline Supervisors (ZOOM)

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

Course #: CE55920123 **Contact Hours:** ABN CE 1.2

- November - **HCHAPS Update**
  featuring Pat Jackson, Patient Experience

- January - **Drug Diversion Update**
  featuring Katie Shromei, Pharmacy

- February - **Workplace Violence & Security Update**
  featuring Brett Bramlett & Meghan Pool, Security

- July - **Huntsville Hospital Operations Update**
  featuring Tracy Doughty, HH President & COO

Topics are added throughout the year, and sessions are subject to change. Search for additional series sessions in Symplr LEARNING, by searching on the course number CE55920123.

A Healthier Me

The **Healthier Me** series provides topics to support our workforce, and encourage work / life balance in the areas of Physical, Financial, Mental, Spiritual, and Family Health.

Live ZOOM-hosted sessions are provided, and many of these sessions are taped and transitioned to a computer-based course (CBL) after the initial session, for employee access.

Register in Symplr LEARNING: CE4640123 in contact Hours: ABN CE 1.2. Session topics for scheduled sessions, as well as computer-based **Healthier Me** courses can be found in Sympler LEARNING. Simply search on e-CE5464 to see a full listing of topics.

Leadership Development • Management Skills

Better Together
Diverse & United

Diversity, Equity, & 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 expanded for leaders and the workforce. Two 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. This training is **required for all leaders**, but open to any staff member.
> **Course #:** CE56830123   **Contact Hours:** ABN CE 1.8
> **Instructor:** Nakimuli Davis-Primer
> **Times and dates will be in Symplr LEARNING**

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. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm. This training is **required for all leaders**, but open to any staff member.
> **Course #:** CE56820123   **Contact Hours:** ABN CE 1.8
> **Instructor:** Nakimuli Davis-Primer
> **Times and dates will be in Symplr LEARNING**

DEI Online Development

Several of the classes in this series have been transitioned to computer-based courses, featuring narrated content from key community and hospital instructors. This provides a convenient way to complete courses at a convenient time for the student. Once the course is completed, it can be revisited by the student at any time. For questions or concerns contact Corporate University.

L **Understanding Spiritual / Religious Diversity (CBL)**

> This course provides a better understanding of how to be aware of and respond to spiritual and religious diversity for our patient population, and resources to support healthcare professionals.
> **Course #:** E-CE57340122+   **Contact Hours:** ABN CE 1.8
> **Instructor:** various
> *Please check Symplr LEARNING for dates and times*

L **Increasing Cultural Sensitivity in the Healthcare Environment (CBL)**

> 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 care of foreign-born patients.
> **Course #:** E-CE52830123   **Contact Hours:** ABN CE 1.8
> **Instructor:** Kamilah Torres

Diversity in Healthcare (CBL)

> This course reviews strategies for appreciating and supporting diversity, ways to build cultural competence, and in turn provide the very best patient care. This course is available to all staff members and it is **required for all newly hired employees**.
> **Course #:** E-HR2120123

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

Class times are subject to change. For ZOOM-hosted classes, registration closes the day prior to class.

Leadership Development • Management Skills

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. 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 #: CE55710222+   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

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 #: CE51170722+   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

Legal Matters:

Communication Challenges with Employees (ZOOM)

This course provides leaders with a better understanding of how to handle specific communication challenges with employees, legal issues surrounding communication, and strategies for reaching constructive outcomes. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

Course #: CE57790622+   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

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 #: CE51180722+   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

HR Legal Courses

The Legal Matters Series, provides guidance and review of topics that are critical for leaders regarding employment law. This series features faculty members from the Baker Donelson law firm, all specializing in employment law. All courses in this series carry leadership credit.

Legal Matters:

Professionalism in a Politically Polarized, Post-Pandemic World

This course reviews the law surrounding some of the polarizing societal issues facing the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

Course #: CE59180124   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

Legal Matters: Workplace Accommodations 2.0

This course reviews the most recent federal law surrounding accommodation, ADA, critical for leaders to understand in the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

Course #: CE59190124   *Contact Hours:* ABN CE 1.8
Instructor: Rachel Barlotta
Times and dates will be in Symplr LEARNING

A Leader's Guide to Worker's Compensation

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 #: CE51210724   *Contact Hours:* ABN CE 1.2
Instructor: Sherree Clark/ Jennifer Fortenberry
Times and dates will be in Symplr LEARNING

NEW LEADER ORIENTATION

If you are new to leadership, or simply refreshing your leadership journey, this course provides a foundation for your leadership role in the organization.

Participants gain insight into the history of Huntsville Hospital Health System, guiding principals for the organization, expectations for leaders, and resources needed to lead. Leaders also receive a detailed overview of the Human Resource processes for managing staff. This course is Zoom-hosted, and is 2.5 hours in duration.

For more information contact Corporate University at 256-265-8025 to be registered for this foundational class.

Leadership Development • Management Skills
(Please note, class dates are subject to change)

Tools to Build a Strong Team

Employees are our greatest asset, and this series provides training for building and leading effective, cohesive teams in healthcare.

Authentic Appreciation (ZOOM)

Authentic appreciation and recognition have been identified as critical components to building positive outcomes in the workplace. Participants will gain insight into how recognition and appreciation tie into employee engagement. Participants will also learn about the 5 Languages of Workplace Appreciation and how to best incorporate all types of appreciation preferences throughout diverse teams. The course also provides an overview of HH staff recognition programs and other resources to support leaders.

Course #: CE58600924   *Contact Hours:* ABN CE 2.4
Instructors: Ember Hill
Times and dates will be in Symplr LEARNING
To schedule a special session email Ember Hill.

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 #: CE56700123   *Contact Hours:* ABN CE 2.4
Instructor: Cynthia Traylor
Times and dates will be in Symplr LEARNING

Corporate Communication Skills (ZOOM)

Effective communication skills are critical for leadership success. This course covers key communication skills for leaders, including but not limited to: effective presentation skills, team communication strategies, business writing, and much more to support managing others.

Course #: CE57330724   *Contact Hours:* ABN CE 2.4
Instructor: Bryan Martin
Times and dates will be in Symplr LEARNING

Difficult Conversations

Healthy dialogue promotes a healthy workplace! Effectively addressing a difficult situation is a critical skill we all need to possess. This class provides 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 features opportunities to practice, strengthening your skills.

Course #: CE55260122+   *Contact Hours:* ABN CE 2.4
Instructor: Ember Hill
Times and dates will be in Symplr LEARNING

Fostering Civility (Live & ZOOM)

This course the reviews the importance of civility in the workplace, and the continuum of workplace and aggression that can result from the erosion of civility. The course also includes strategies for building civility within a team, activities for building a shared civility standard, and ways to continue to foster a culture of civility. This includes team participation, and groups may want to attend as a department team.

Course #: CE59290324   *Contact Hours:* ABN CE 3.0
Instructors: Cynthia Traylor, Stacy Langford, Nichole Shockley, Loren Lochner, and Elise Taylor
The class is offered in-person or over Zoom.
Times and dates will be in Symplr LEARNING

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. Key strategies include improving workplace climate, trust, and how to best support staff so that engagement can thrive.

Course #: CE50910722 +   *Contact Hours:* ABN CE 1.8
Instructor: Elise Taylor
Times and dates will be in Symplr LEARNING

HRO Instilling a Fair and Just Culture

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 learning activities.

Course #: CE55370122+ *Contact Hours:* ABN CE 3.0
Instructors: Cynthia Traylor, Vicky McClain
Times and dates will be in Symplr LEARNING

Class counts toward the annual goal for Huntsville Hospital Leaders.

Leading Across the Generations in Healthcare (ZOOM)

Understanding generational differences and the value each generation brings to a team promotes a healthy workplace. This course covers effective ways to communicate, support, and develop a multi-generational workforce while building teamwork.

Course #: CE57780622+   *Contact Hours:* ABN CE 1.8
Instructors: Ember Hill & Elise Taylor
Times and dates will be in Symplr LEARNING

Managing Attendance & Related Workforce Challenges (ZOOM)

This course provides direction for issues related to managing staff attendance. In this course, participants review the hospital and department-specific policies, issues related to points, different types of leave, and management responsibilities with these challenges.

Course #: CE51200324   *Contact Hours:* ABN CE 1.2
Instructors: Connie Poole & Paige Bastin
Times and dates will be in Symplr LEARNING

Mastering the Evaluation Process (ZOOM)

As a leader, providing guidance and feedback to newly hired and existing staff through the evaluation process is a critical role. In this class students will review strategies for developing and delivering provisional and annual evaluations. This class also covers evaluation tools utilized in the Health System.

Course #: CE53210123   *Contact Hours:* ABN CE 1.8
Instructors: Fannie Proctor and Connie Poole
Times and dates will be in Symplr LEARNING

Real Colors Personality Workshop

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 #: CE55950722+   *Contact Hours:* ABN CE 2.4
Instructors: Ember Hill & Bryan Martin
Times and dates will be in Symplr LEARNING
To schedule a special session email Ember Hill.

Real Colors For Leaders

Designed for leaders, this class expands on the Real Colors Personality Workshop to provide insight and tools to enhance teamwork while harnessing unique strengths of each personality type.

Prerequisite: Real Colors Personality Workshop
Course #: CE57540322+   *Contact Hours:* ABN CE 1.8
Instructors: Ember Hill & Bryan Martin
Times and dates will be in Symplr LEARNING

Recruiting and 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. Participants will learn best practices on developing the successful candidate profile and in turn hire the right employees. The course also reviews how iCIMS supports this process.

Course #: CE51190222+   *Contact Hours:* ABN CE 2.4;
Instructor: Fannie Proctor
Times and dates will be in Symplr LEARNING

Community Classes

Women Children HH HUNTSVILLE HOSPITAL

For the class schedule and to register go to 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

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

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 addresses 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 provides 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

Class times are subject to change. For ZOOM-hosted classes, registration closes the day prior to class.

Corporate University **Overview**

How to Contact Us

Phone: 256-265-8025; *Fax:* 256-265-9417
Office Hours:
   Monday through Thursday: 7:30 am - 4:30 pm
   Fridays: 7:30 - 2:00 pm
Street Address:
   109 Governors Drive, SW; Huntsville, AL 35801
Mailing Address:
   P.O. Box 1167; Huntsville, AL 35807
Web: **www.huntsvillehospital.org**

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
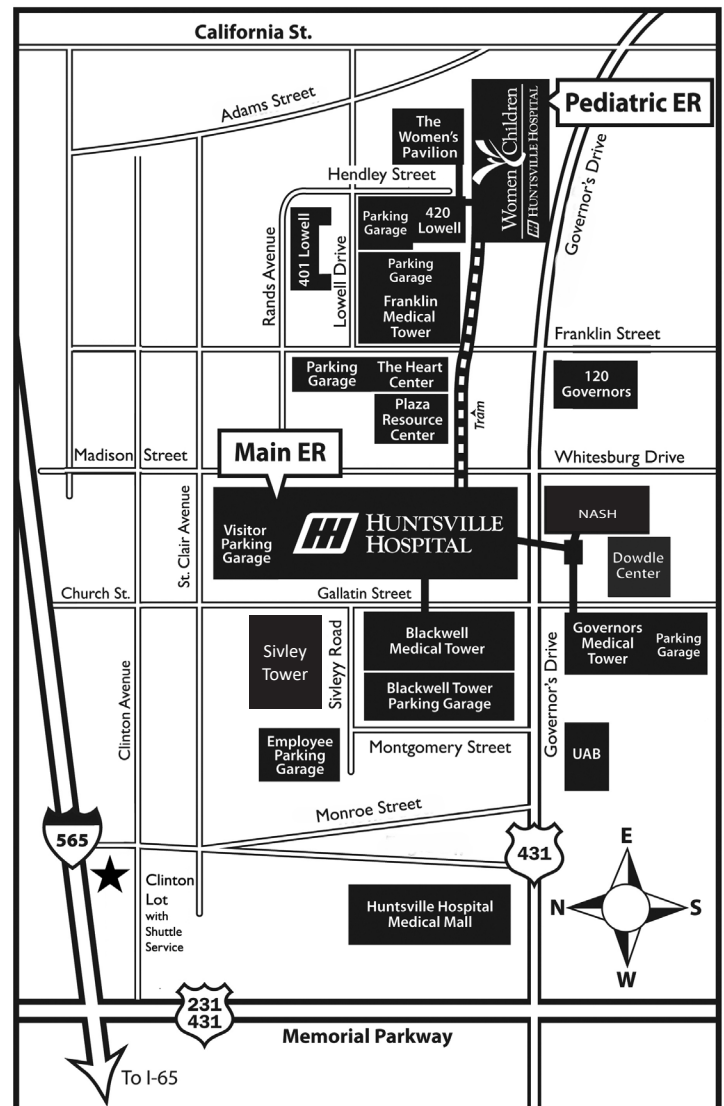   **huntsvillehospital.org/conferences.**
   Simply click on the conference title, and the registration
   website will guide you through the registration process.

Parking and Class Preparation

   Employees are required to park in their regularly assigned
   parking, and to be in dress code while attending classes.
   Guest parking varies; please call (256) 265-8025 before-
   hand for parking guidance.

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