

PROGRESSIONS

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

Upcoming Conferences

- 9/21/22 ASRC Respiratory Conference
- 9/24 - 9/26/22 RNC-NIC Preparation Course
- 11/18/22 11th Annual Trauma Critical Care Conference

For a full conference listing and online registration visit: huntsvillehospital.org/conferences

Conference details and attendance options provided during registration. Dates are subject to change.



Surgical Training Supports OR

The Perioperative Nursing and Surgical Technology Programs prepare students to be a critical part of the operating room team. These formalized training programs allow students to be paid while they are in training. Upcoming classes are scheduled for the following dates:

Periop Nursing:	Surgical Technology:
6/13/22 - 9/30/22	7/11/22 - 11/25/22
8/22/22 - 12/8/22	11/28/22 - 4/14/22

For more information on both programs: <https://www.huntsvillehospital.org/education>.

Classes and COVID-19

Our classes continue to be dynamically impacted by pandemic protocols. You may be required to wear a mask or your class format may change.

We strongly encourage you to check NetLearning prior to class time to confirm the course format, and the location the class will be held. For questions about a class please call 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 Supporting Employees

Our organization has two series that provide education to support healthy living.

A Healthier Me

The **Healthier Me** series was developed to provide topics to support our workforce, and encourage work / life balance. These sessions are focused on providing information for supporting a healthier lifestyle related to the following categories:

- Physical Health
- Financial Health
- Mental Health
- Spiritual Health
- Family Health

Live sessions are scheduled over ZOOM, to make them more convenient for anyone in our Health System to attend. Many of these sessions are taped and transitioned to a computer-based course format after the initial session, this makes it more convenient for employee access.

To search for computer-based **Healthier Me** courses search on e-CE54640621. To register for an upcoming session search on CE4640621, contact Hours: ABN CE 1.2.

Upcoming Sessions:

- **The Power of Sleep**
July 7 - 1:00 to 2:00pm; featuring Dr. Bob Serio
- **Best Practices for Blended Families**
August 9 - 1:00 to 2:00pm
- **Personal Finance 201; Investments**
August 25 - 9:00 to 10:00am; featuring Clinton Carter
- **Living in Sync: Mastering Balance Between Work & Family**
September 8 - 1:00 to 2:00pm; featuring Marisa Kenamer

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.

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 #: CE53831021 **Contact Hours:** ABN CE 3.6

Instructor: Yvette Hawkins

Dates & Times:

Jun 9, Jul 8, 19, Aug 1, Sep 8, Sep 26, Oct 24 - 8:00 to 12:00 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 #: CE51390622 **Contact Hours:** ABN CE 1.8

Instructor: Carla Sims

Date & Time for Huntsville Hospital:

July 28 - 7:30 to 10:00am; October 12 - 4:30 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: June 15 - 1:00 to 3:30pm;

Jul 20, Aug 17, Sep 7, Oct 19 - 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 #: CE53970821 **Contact Hours:** ABN CE 2.4

Instructor: various

Date & Time: Jul 20, Aug 17, Sep 7, Oct 19 - 10:30 to 12 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 #: CE51130322 **Contact Hours:** ABN CE 4.8

Dates & Times:

August 11, September 15, October 13 - 8:00 to 11:00am

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: Jun 7, Jul 19, Aug 16, Sep 27, Oct 25

- 7:30 to 9:30am

POC Glucometer Certification

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

Course #: LAB3620118+ **Hours:** 1.25

Instructor: POC Staff

Dates & Times: June 6, July 20, Aug 17, Sep 28, Oct 26

- 7:30 to 8:45am

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: Jun 17, 24, Jul 1, 15, 29, Aug 12, 26, Sep 16, 23, Oct 7, 21 - 7:30 to 9:30am

Collection Manager Training

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

Course #: LAB3820118+ **Hours:** 1.0

Instructors: various

Dates & Times: Jun 20, Jul 18, Aug 15, Sep 19, Oct 17 - 10:30 to 11:30am

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 #: CE51480622 **Contact Hours:** ABN CE 1.0

Instructor: various

Dates & Times for Madison Hospital:

Aug 11, Oct 13- 8:00 to 10:00am

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

Date & Time: Jun 3, Jul 8, Aug 19, Sep 9, Oct 14 - 1:00 to 3:00 pm

Therapeutic Hypothermia Management

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

Course #: CE54420821 **Contact Hours:** ABN CE 2.1

Instructor: Heather McAllister **Location:** HH Main, 6N classroom

Date & Time: Jun 17, Aug 3, Oct 14 - 8:00 am to 10:00 am

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 well as the difference between LV and RV Impella

Course #: CE54410622 **Contact Hours:** ABN CE 3.30

Instructor: Heather McAllister

Dates & Times: Aug 26, Oct 17 - 8:00 to 11:00am

NEW: Making of a Mentor/Coach for RNs & LPNs

This course is designed to provide guidance and tools to support orienting newly employed nursing staff and precepting nursing students. Topic 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 #: CE52800622 **Contact Hours:** ABN CE 4.8

Dates & Times: Jul 20, Aug 3 - 8:00 am to 12:00pm; or 1:00 to 5:00pm; Aug 15 - 12:00 to 4:00pm

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:** 6.0

Instructor: Clinical Nursing Practice Team

Dates & Times:

Jun 3, 6, 10, Jul 7, Aug 17, Sep 6, Oct 13 - 8:00am - 2:00pm

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

Dates & Times: Jun 6, Aug 1 29, Sep 6, 26, Oct 10 24 - 9:00 to 11:00am; Aug 15, - 2:00 to 4:00pm

Medical Service Line Fundamentals

This course covers the fundamentals for new nurses working in the Medical Service Line. The training covers proper use of patient handling equipment, top risks in the environment of care, ideal strategies for professional communication with staff, and patient-focused measures that improve quality of life.

Course #: CE53000122 **Contact Hours:** ABN CE 5.0

Instructor: Various

Dates & Times: Jun 2, Jul 28, Aug 18, Sep 22, Oct 6 - 8:00am - 12:00pm

Medical Service Line Documentation

This course covers the fundamentals of documentation for new nurses working in the Medical Service Line. The training covers: elements of a tracer, common Joint Commission questions.

Course #: CE54821021 **Contact Hours:** ABN CE 5.0

Instructor: Various

Dates & Times: Jun 2, Jul 28, Aug 18, Sep 22, Oct 6 - 1:00 - 4:00pm

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: Wendy Cantrell

Dates & Times: July 7 - 3:00 - 4:30pm; Sept 30 - 8:00 to 9:30am

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

Date & Time: August 3 - 8:00 am to 5:00 pm

**Breastfeeding for Patient Care Techs**

Breastfeeding for patient care techs is a class to support the breastfeeding mother. This class reviews basic breastfeeding information, dispenses myths and beliefs, and breast pump use.

Course #: WCS6930222 **Hours:** 2.0

Dates & Times: July 11, Sep 12 - 7:00 to 8:00am, 1:00 to 3:00pm

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

Dates & Times: Jun 22, Sept 8 - 8:00am to 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. This is a two day course, and both days must be completed for credit.

Course #: CE52890221 **Contact Hours:** ABN CE 16.8, ANCC 14.0

Dates & Times: July 20 & 22 - 8:00am to 5:00pm
October 19 & 21 - 8:00am to 5:00pm

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 #: CE53980521 **Contact Hours:** ABN CE 2.4

Dates & Times: July 23 - 10:00am to 12:00pm

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 #: CE51310722 **Contact Hours:** ABN CE 9.7

Instructor: various **Location:** W&C Ground Floor Classroom

Date & Time: July 6, October 5 - 8:00am to 5:00pm

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: June 6, September 7 - 8:00 am - 5:00 pm

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 #: CE53950521 **Contact Hours:** ABN CE 4.8
Instructor: Alicia Pettis **Non-Employee Cost:** \$50
Date & Time: Jul 5, Aug 16, Sep 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: Jun 9, Jul 14, Aug 11, Sep 8, Oct 13 - 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, Heather.McAllister@hhsys.org.

Course #: CE52410121 **Contact Hours:** ABN CE 3.3
Instructor: Heather McAllister **Non-Employee Cost:** \$30
Date & Time: July 14, September 14 - 8:00 to 12:00pm

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: Leigh Befort **Location:** Cochran 420
Dates & Times: Jul 6, Sep 7 - 12:00 to 3:00pm
 Jun 10, Jul 20, Aug 3, 4, Sep 27, Oct 12, 27 - 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: Jun 6, Jul 7, Aug 18, Sep 1, Oct 13 - 8:00 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 intra-cranial 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: Jun 6, Jul 7, Aug 18, Sep 1, Oct 13 - 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 #: CE51270622 **Contact Hours:** ABN CE 2.4
Instructor: various
Date & Time: Jul 14, Aug 11, Sep 8, Oct 13 - 10:00a to 2:00p

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 #: E-CE55160122 **Contact Hours:** ABN CE 1.0
Dates & Times: Jun 17, 24, Jul 1, 15, 29, Aug 12, 26, Sep 16, 23, Oct 7, 21 - 10:00 to 11:15am

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 & Advanced:
 Jun 6, Jul 7, Aug 18, Sept 1, Oct 13 - 1:00 to 5:00pm
Dates & Times for Basic Only:
 Jun 6, Jul 7, Aug 18, Sep 1, Oct 13 - 1:00 to 3:00pm

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 #:** CE55310122, with **Contact Hours:** ABN CE 3.0.

The nursing residency topics are listed below by month:

- **Ethics and Legal Issues** - June
- **Technology, Social Media, & Cultural Diversity** - July
- **Decision Making: Prioritization** - August
- **Decision Making: Delegation** - September
- **Decision Making: Critical Thinking / Making Mistakes** - October

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

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

Date & Time: Jun 17, 24, Jul 1, 15, 29, Aug 12, 26, Sep 16, 23, Oct 7, 21- 11:15am to 12:00 pm

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: Jun 9, Jul 14, Aug 11, Sep 8, Oct 13 - 9:00 to 10am

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: Jul 7, Oct 14 - 9:30 to 11:00am

Huntsville Hospital: Jun 10, Jul 20, Aug 4, Sep 27, Oct 27 - 2:00 to 4:00pm

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

Madison Hospital: Jul 7, Oct 14 - 9:30 to 11:00 am

Huntsville Hospital: Jul 20, Aug 4, Sep 27, Oct 27 - 12 to 2pm

Advanced Practice Provider Education Series

The Advanced Practice Providers (APP) Series provides monthly education opportunities which 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. Dates for the upcoming APP Series are listed below. Please check NetLearning for specific topics as they become available:

Course #: CE/CME6900922, E-CME6900922

Contact Hours: ABN CE 1.2; CME 1.0

Dates & Times:

June 16, July 7, 21, Aug 11, 25, Sep 8, 22 - 5:30 to 6:30pm

Registration and the growing online CBL course catalog can be accessed in NetLearning, search **E-CME6900922**.

Quality • 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. 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

- June 17, 30, July 8, 26, Sep 9, 27, Oct 12, 21
- 8:30 to 11:00 am;
- June 30, July 18, 26, Sep 12, 27, Oct 12, 24
- 1:00 to 3:30 pm

Quality • Accreditation Series

NEW: 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 #: CE54140222 **Contact Hours:** ABN CE 2.4

Instructor: Lyn Tipton

Dates & Times: August 25 - 1:00 to 3:00pm

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 #: CE50900622 **Contact Hours:** ABN CE 1.2

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 on Pulse.

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.

Supporting Employees

Corporate University provides a broad number of course times, and learning tools to support student success, and for obtaining and renewing these required certifications.

If an employee happens to have a current certification from another AHA training center, the employee needs to submit their 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 NetLearning 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 Dates & Times: All held at the Dowdle Center

- 8:00am to 2:00pm - Jun 28, Jul 9, 16, 23, Aug 5, 6, 13, 19, 20, Sep 2, 3, 16, 17, 24, Oct 8, 15, 22, & 29
- 8:00am to 12:00pm - Jul 1, 14, 26, Aug 9, Sep 14, Oct 21, 25
- 8:30am to 12:00pm - Jun 8, 10, 14, 16, 21, 24, Jul 5, 10, 12, Aug 2, 7, 16, 23, Sep 1, 6, 11, 20, Oct 4, 11, 16, 18, & 28
- 1:00 - 4:30pm - Jul 10, Aug 7, Sep 11, 12, 18, 29, Oct 16

Madison Hospital Dates & Times:

- 8:00am to 12:00 pm - Jun 6, Jul 14, Aug 16, Sep 8, & Oct 10

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 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 NetLearning, 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 #: AHA BLS Renewal Skills Check

Hours: 1.0

Huntsville Hospital Times & Dates:

- 8:00 to 9:00am; 9:00 to 10:00am; 10:00 to 11:00am - Jun 15, 22, 29, 30, Jul 6, 13, 20, 27, Aug 3, 10, 24, 31, Sep 7, 21, 22, 28, Oct 5, 12, 19, 20, & 26
- 12:30 to 1:30pm; 1:30 to 2:30pm; 2:30 - 3:30pm - Jun 15, 22, 30, Jul 6, 13, 20, Aug 3, 10, 24, 31, Sep 7, 21, 22, Oct 12, 19, & 20
- 1:00 to 2:00pm; 2:00 to 3:00pm; 3:00 to 4:00pm - Jul 19, Aug 2, Sep 27

Madison Hospital Dates & Times:

- 8:00 to 9:00am; 10:00 to 11:00am - Jun 17, Jul 29, Aug 31, Sep 28, Oct 25
- 1:00 to 2:00pm; 3:00 to 4:00pm - Jun 6, Jul 14, Aug 16, Sep 8, Oct 10
- 12:00 to 1:00; 2:00 to 3:00pm - Sep 7, Oct 25

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

Preparing for AHA 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)

Preparing for ACLS Renewal

For employees renewing their ACLS certification, first employees will be assigned an ACLS HeartCode key in NetLearning. 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
- E-CU9770720 Zoll Defibrillator Review (CBL)
- BLS HeartCode Online® (CBL)

Preparing for PALS Renewal

For employees renewing their PALS certification, first employees will be assigned an PALS HeartCode key in NetLearning. 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
- E-CU9780720 Zoll Defibrillator Review (CBL)
- BLS HeartCode Online® (CBL)

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 pre-requisites in NetLearning and the AHA Pretest on AHA's website, followed by attending the AHA ACLS Provider class.

Prerequisites:

- Current certification in BLS Healthcare Provider
- AHA Basic EKG Review (CBL) E-CE55150120-0122
- AHA ACLS Review (CBL) Course #: E-CE55180120-0421
- **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 #: CE55380722 **Hours:** ABN CE 4.8

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

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

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

Huntsville Hospital Dates & Times:

July 7, Aug 25 Sep 8 - 8:00am to 12:00pm, 1:00 to 5:00pm

Oct 6 - 1:00 to 5:00pm

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)

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

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 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-CU9770720 Zoll Defibrillator Review (CBL)
- AHA ACLS HeartCode Part I

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

Huntsville Hospital Dates & Times:

June 14, 22, July 6, 28, August 16, 23, Sep 7, 20, 21, Oct 11, 27 - 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:

June 16, July 15, September 7, October 24 - 8:00 to 9:00am; 9:00 to 10:00am; 10:00 to 11:00am
 July 15, - 11:00 to 12:00pm
 June 16, August 30, September 27 - 12:00 to 1p; 1:00 to 2:00pm
 June 16, August 30, September 27 - 2:00 to 3:00pm
 June 16, August 30 - 3:00 to 4:00pm
 June 16 - 4:00 to 5:00pm

AHA • Pediatric Advanced Life Support

AHA PALS Provider

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

Prerequisites:

- Current certification in BLS Healthcare Provider
- AHA Basic EKG Review (CBL) E-CE55150120-0122
- AHA PALS Review (CBL) Course #: E-CE51161018-0421
- **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 #: CE55340722 **Contact Hours:** ABN CE 4.8

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:

- Aug 18, Oct 13 - 8:00a to 12:00pm; or 1:00 to 5:00pm

Madison Hospital Dates and Times:

- Jun 10, Aug 18, Oct 6 - 8:00a to 12:00pm
- Aug 18, Oct 6 - 1:00 to 5:00pm

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)

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

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

Note: Computers are 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-CU9780720 Zoll Defibrillator Review (CBL)
- AHA PALS HeartCode Part I

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

Huntsville Hospital Dates & Times:

Jun 21, Jul 27, Aug 22, Sep 22, Oct 5, 26 - 8:00 to 9:00am, 9:00 to 10:00am, 10:00 to 11:00am, 11:00 to 12:00pm, 1:00 to 2:00pm, 2:00 to 3:00pm, 3:00 to 4:00pm, & 4:00 to 5:00pm

Madison Hospital Dates & Times:

June 7, Aug 30, Sep 27, Oct 11 - 8:00 to 9:30am, 9:30 to 11:00am
 June 7, Oct 11, 24 - 12:00 to 1:30pm, 1:30 to 3:00pm, 3 to 4:30pm
 July 15 - 1:00 to 2:30pm
 July 15 - 2:30 to 4:00pm

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. 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

MOAB Introduction, Recertification, & Escape Eight

This class will include recertification of MOAB, as well as covering 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 touch, basic escort, wrist grab, hair pull, biting, and choke.

Course #: CE2820121 **Hours:** 1.5

Please check NetLearning for dates and times

MOAB Strategies for Preventing & Difussing Aggressive Behavior

This course will cover the definition and statistics related to violence in the workplace, as well as practical techniques. Participants will discuss safety resources, strategies for preventing and difussing aggressive behavior, and personal defense and safety skills.

Course # for HH: CE57040521 **Contact Hours:** ABN CE 9.6

Instructor: Various

Date & Time: June 1, Aug 3 - 7:00 am to 5:00pm

NEW: Intro to A.W.A.R.E. CBL

Workplace Violence is a national challenge for those that work in healthcare. Beginning in 2022 a new course has been developed to better prepare employees to identify the signs of a developing aggressive behavior and be better prepared to respond to workplace violence. This new course is available for all employees as a computer-based course (CBL) in NetLearning.

Course #: E-SECUR00540122

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: July 7 - 1:00 to 3:00pm; Sept 8 - 9:00 to 11:00



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 #: CE56150922 **Contact Hours:** ABN CE 2.4

Instructor: John Higginbotham

Date & Time: July 20 - 9:00 to 11:00am; Oct 20 - 1:00 to 3:00pm



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: July 20, September 20 - 1:00 to 3:00pm



NEW 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 1.4

Instructor: Elise Taylor

Date & Time: Jul 22, Nov 18 - 8:30 to 9:30am; Sep 14, Oct 3 - 1:00 to 2:00pm



NEW 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 use these components to start building greater EI competence.

Course #: CE57820622 **Contact Hours:** ABN CE 2.4

Instructor: Elise Taylor

Date & Time: Sep 29 - 2:00 to 4:00pm; Nov 4, Dec 2 - 8:30 to 10:30am

Class counts toward the annual goal for Huntsville Hospital Leaders.

Professional Development

Computer Skills

Microsoft Excel I/II - Basic/Intermediate

This course reviews tool-bars, 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 **Supplies:** \$5 (quick reference guide)

Date & Time: June 3, Sept 23 - 10:30 to 12:00pm

To schedule a one-on-one class, call (256) 265-8025.

Microsoft Excel Advanced

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

Date & Time: Aug 12, Oct 7 - 9:00 to 10:30am

To schedule a one-on-one class, call (256) 265-8025.

Microsoft Word

This course reviews the basic functions, and capabilities of Microsoft Word, including: tool-bars, 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 **Supplies:** \$5 (quick reference guide)

Date & Time: June 3, Sept 23 - 8:30 to 10:00am

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

Date & Time: June 20, Sep 26 - 1:00 to 2:30pm

To schedule a one-on-one class, call (256) 265-8025.

Supplies: \$5 (quick reference guide)



HCAHPS Series (Live & ZOOM Options)

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.

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

All sessions are scheduled for 1:00 to 2:30pm.

Topics & Dates:

- **How to Improve Your HCAHPS Scores** - June 29
- **Global Questions: Overall Hospital Rating** - July 11
- **How Service Recovery Can Improve Scores** - August 24
- **Key Drivers to Performance Improvement** - September 28
- **HCAHPS and Staff Engagement** - October 26

Frontline Refreshment



A Monthly Series for Frontline Supervisors

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

Course #: CE55920921 **Contact Hours:** ABN CE 1.2

- **JUNE 30 - Health System Pharmacy Operations (ZOOM)**
featuring Michael McDaniel, Executive Director Pharmacy
- **JULY 7 - Huntsville Hospital & FY2023 (ZOOM)**
featuring Tracy Doughty, Huntsville Hospital President & COO
- **AUGUST 18 - Health System Update (ZOOM)**
featuring Jeff Samz, Health System Chief Executive Officer
- **SEPTEMBER 8 - Robotics in Healthcare (ZOOM)**
featuring Leesa Bailey, HH Surgical Services Coordinator
- **OCTOBER 6 - Women & Childrens Operational Update (ZOOM)**
featuring Elizabeth Sanders, Vice President, Women & Childrens

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: John Higginbotham, Misty Hankins

Date & Time: Jul 19, Aug 16, Sep 20, Oct 18 - 10:00 to 11:30am

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. (ZOOM)

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

Instructor: Scotty St. Clair

Please check NetLearning for dates and times

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.



Leadership Development • Management Skills

(Please note, class dates are subject to change)

Better Together

Diverse & United

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.



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

Instructor: Nakimuli Davis-Primer

Dates & Times: Jun 28, Aug 10, Oct 19 - 1:00 to 2:30 pm;
Sep 22- 8:00 to 9:30 am; July 21 - 10:00 to 11:30 am



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

Instructor: Nakimuli Davis-Primer

Dates & Times: Jun 28, Oct 19 - 8:00 to 9:30 am; Aug 10 - 10:00 to 11:30 am; Jul 21, Sep 22 - 1:00 to 2:30pm;



Understanding Spiritual / Religious Diversity (ZOOM)

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 #: CE57340122 **Contact Hours:** ABN CE 1.8

Instructor: various

Dates & Times: Jun 13, Aug 8, Oct 10 - 1:30 to 3:00pm



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 care of foreign-born patients.

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

Instructor: Melissa Murrell

Dates & Times: October 27 - 1:00 to 2:30pm

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 **required for all employees**.

Course #: E-HR2120122



HR Legal Courses

NEW: 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/ Jenna Bedsole

Dates & Times: August 16 - 9:00 to 10:30am; or 1:00 to 2:30pm



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 1.2

Instructor: Rachel Barlotta/ Jenna Bedsole

Dates & Times: Aug 16 - 10:30 to 12:00pm; Aug 17 - 8:30 to 10:00am



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 1.2

Instructor: Rachel Barlotta/ Jenna Bedsole

Dates & Times: August 17 - 10:30 to 12:00pm



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 #: CE55710222 **Contact Hours:** ABN CE 1.8

Instructor: Rachel Barlotta/ Jenna Bedsole

Date & Time: Aug 17- 1:00 to 2:30pm



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 #: CE51210722 **Contact Hours:** ABN CE 1.2; ANCC CE 1.0

Instructor: Sherree Clark/ Jennifer Fortenberry

Dates & Times: August 11 - 9:00 to 10:00am

Tools to Build a Strong Team



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 learning activities.

Course #: CE55370122 **Contact Hours:** ABN CE 3.0

Instructors: Cynthia Traylor, Vicky McClain

Dates & Times:

- June 15, Aug 3, Oct 20 - 8:30 to 11:00 am;
- July 13, Sep 15 - 1:00 to 3:30 pm



Corporate Communication Skills for Leaders (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 #: CE57330122 **Contact Hours:** ABN CE 1.8

Instructor: Andy Parrish

Date & Time: Aug 24, Oct 25 - 9:00 to 10:30am; June 22 - 1:00 to 2:30pm



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: Aug 11 - 1:00 to 3:00 pm; June 9, Oct 4 - 9:00 to 11:00am



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 **Hours:** ABN CE 2.4

Instructor: Various

Non-Employee Cost: \$50

Dates & Times: Jun 14, Oct 26 - 9:00 to 11:00am; Aug 17 - 1:00 to 3pm



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

Dates & Times: Jun 16, Aug 9, Sep 13 - 8:30 to 10:00am; Oct 13 - 1:00 to 2:30pm



NEW: 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: Myron Parks, Andy Parrish

Dates & Times:

Aug 18, Sep 21, Dec 8 - 1:00 to 2:30pm; Oct 11 - 9:00 to 10:30am



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 depart-specific policies, issues related to points, different types of leave, and management responsibilities with these challenges.

Course #: CE51200722 **Contact Hours:** ABN CE 2.4

Instructors: Connie Poole & Paige Bastin

Dates & Times: July 28 - 1:00 to 3:00pm; Oct 27 - 9:00 to 11:00am



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: Myron Parks, Andy Parrish, Heather Mitchell

Date & Time: Aug 23, Sep 20, Oct 18, 20 - 9:00 to 11:00 am ; Jun 21, Jul 12 - 1:00 to 3:00pm

To schedule a special session email Heather.T.Mitchell@hhsys.org.



NEW: Real Colors For Leaders (ZOOM)

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. Real Colors Personality Workshop is a prerequisite to attend.

Course #: CE57540322 **Contact Hours:** ABN CE 1.8

Instructors: Myron Parks, Andy Parrish, Heather Mitchell

Date & Time: Aug 4, Oct 5 - 1:00 to 2:30pm; Sep 14, Nov 16 - 9:00 to 10:30am



Recruiting Strategies for Leaders (ZOOM)

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: Jul 13 - 10:00 to 11:00am; Sep 13 - 1:00 to 2:00pm



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: Beverly Burke / Fannie Proctor

Dates & Times: July 6 - 9:00am to 11:00am; September 7 - 1:00 to 3:00pm



Class counts toward the annual goal for Huntsville Hospital Leaders.



Community Classes

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 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.*

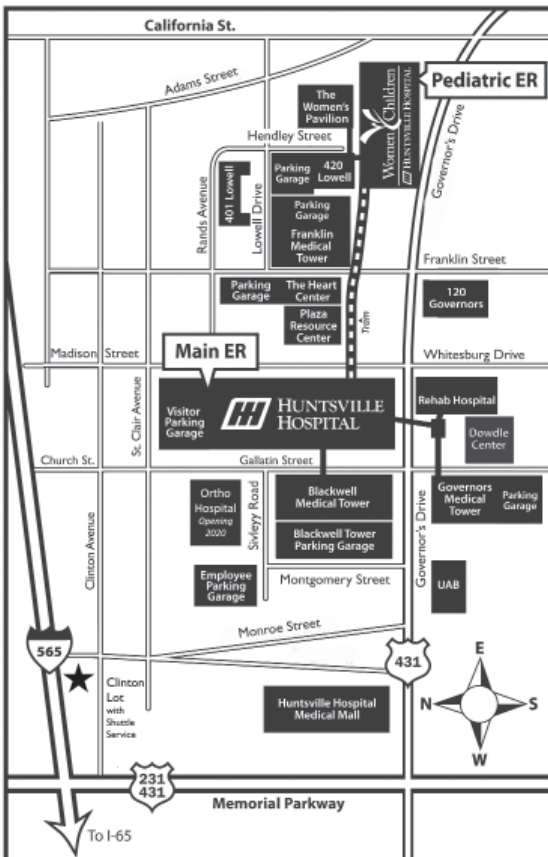
Instructors: Ellen Harris, Karen Ivey
Emp Cost: \$28 **Non-Employee Cost:** \$35
Prerequisites: Girl Talk I recommended

Corporate University Overview

How to Contact Us

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

Location of Corporate University



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. 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 beforehand 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

