

# PROGRESSIONS

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

## 2019 Conferences\*

- 1/11/2019 North AL Neuro-Stroke Network Seminar
- 2/23/2019 Cardiology Update
- 2/22 & 2/23 Anesthesia Conference
- 3/15/2019 Patient Safety Symposium
- 3/30/2019 Interpreters & Translators Conference (ITAA)
- 4/5/2019 Infection Prevention & Control Conference
- 4/24/2019 Alabama HIMSS Conference
- 4/27/19 Foundations of Neurology & Neurosurgery Conference
- 7/27/2019 Women’s Health Conference
- 9/27/2019 Psychiatric Conference
- 10/4/2019 Perinatal Conference
- 11/2/2019 Pulmonary Conference

*\*Information is subject to change. For more details call (256) 265-8025, or visit us online: [www.HuntsvilleHospital.org/Conferences](http://www.HuntsvilleHospital.org/Conferences)*



## New Courses

**Mastering the Evaluation Process**  
Instructor: Cynthia Traylor

**The Benefits Class**  
Instructors: Betsy Hall and Lynda Donovan

**Tools for Developing Positive Psychology**  
Instructor: Juli Langford

*More detailed information regarding these courses is in this publication.*

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.

## The Teaching Clinical Ladder Connection

Have you thought about participating in the Clinical Ladder Program? The Clinical Ladder Program is a program for full-time direct patient care Registered Nurses.

The goals of the Clinical Ladder program are to develop and reward the professional growth and development of nurses, which enables Huntsville Hospital to continually improve its culture of clinical excellence. We support and encourage the active engagement and involvement of our frontline nurses in our nursing councils, department councils, and hospital initiatives/projects; which in turn drives them to function at their highest level of professionalism.

Participating in teaching classes, acting as an American Heart Association instructor or supporting our new employees and nursing students will count towards credit for this program. Most importantly, the RN Clinical Ladder Program helps drive improvements in patient outcomes and patient/family satisfaction.

The RN Clinical Ladder Program is designed to improve goals related to:

- the quality of patient care outcomes and customer satisfaction
- the retention and recruitment of highly motivated RN’s committed to excellence
- recognizing and rewarding excellence in clinical practice
- recognizing the contribution of all RN’s from Novice to Expert
- providing a process of recognition with clear, measurable, and attainable criteria



We look forward to having more RN staff become involved and to help grow this program as we continually strive for clinical excellence in the Huntsville Hospital Health System. For more information contact the Manager of Clinical Nursing Practice, Paul Davis, at [Paul.Davis@hhsys.org](mailto:Paul.Davis@hhsys.org).

## 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 LPNs only.

**Course #:** CE52060119      **Contact Hours:** ABN CE 7.2  
**Instructor:** Gwenda Guerin      **Location:** 2<sup>nd</sup> floor Dowdle Center  
**Date & Time:** January 23; April 4 - 8:00 am to 2:00 pm  
**Non-Employee Cost:** \$50

### Managing Peripheral 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. This course is open to RNs and LPNs.

**Course #:** CE41990617      **Contact Hours:** ABN CE 3.5  
**Instructor:** Gwenda Guerin      **Location:** Sim Lab - Dowdle Center  
**Date & Time:**  
 Jan 22; Feb 5, 20; Mar 5, 20; April 2, 30; May 15, 30 - 8:00 to 11:00 am

### LPN Large Volume Fluids and PIV Push

This course covers the role of the LPN regarding Central Intravenous Therapy, Aseptic Technique in hanging IVF to a Central Line, drugs approved for IVP by the LPN in a peripheral line, and diluting a drug and drawing up the dose. An LPN that has completed Basic LPN IV Therapy and has 1 year IV experience may push peripheral drugs/Lg Volume fluids to central line upon completion of this class.

**Course #:** CE52040718      **Contact Hours:** ABN CE 1.8  
**Instructor:** Gwenda Guerin      **Location:** Sim Lab - Dowdle Center  
**Date & Time:** July 25 - 9:00 to 10:00 am

### Basic EKG Review

This course, designed to refresh or improve cardiac monitoring skills, offers a general overview of the heart, teaches the five steps to interpret rhythm strips, introduces 20 basic EKG rhythms, and outlines appropriate nursing interventions for specific arrhythmias.

**Course #:** CE43670118      **Contact Hours:** ABN CE 3.6  
**Instructor:** Gayle Stinnett      **Non-Employee Cost:** \$40  
**Date & Time:** January 4; Feb 22; April 16 - 8:30 to 11:30 am

### 12 Lead EKGs: A Practical Approach

This class helps the participant learn the essential concepts needed to master the EKG. The class is designed to progress EKG knowledge from basic to advanced and includes anatomy and physiology, tables, mnemonics, rhythm strips and MI interpretations.

**Course #:** CE52380119      **Contact Hours:** ABN CE 4.8  
**Instructor:** Alicia Pettis      **Non-Employee Cost:** \$50  
**Date & Time:** Jan 21; April 22 - 8:00 am to 12:00 pm

### Back to Basics - An EKG/Telemetry Refresher

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 #:** CE51390518      **Contact Hours:** ABN CE 4.6  
**Instructor:** Carla Sims  
**Date & Time:** Mar 5; Apr 17; May 22 - 8:00 to 10:30 am  
 Jan 25; Feb 12 - 2:00 pm to 4:30 pm



### 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 #:** CE43560118      **Contact Hours:** ABN CE 1.5  
**Instructors:** POC Staff

**Date & Time:** Jan 24, Feb 21, March 21, April 18, May 16 - 7:30am - 9:30am, 2nd floor of Dowdle Center.

### 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

**Date & Time:** Jan 15; Jan 29; Feb 12; Feb 26; Mar 12; Mar 26; Apr 9; Apr 23; May 7; May 21 - 12:30 pm to 1:45 pm

### EPOC Certification

This class will help 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 #:** CE43550118      **Contact Hours:** ABN CE 2.4  
**Instructors:** POC Staff

**Date & Time:** Jan 8; Jan 22; Feb 5; Feb 19; Mar 5; Mar 19; April 2; April 16; April 30; May 14; May 28 - 7:30 am - 9:30 am Dowdle Center Ground Floor

### Access Site & Groin Management

In this class, the participant will learn to identify common sites for vascular access, and how to achieve and maintain hemostasis in patients following access. If you have any questions, contact Paulette Berryman.

**Course #:** CE52390119      **Contact Hours:** ABN CE 2.4  
**Instructor:**

Paulette Berryman, [paulette.berryman@hhsy.org](mailto:paulette.berryman@hhsy.org)

**Date & Time:** Jan 7; Feb 4; March 12; April 8; May 7 - 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. If you have any questions, email Paulette Berryman.

**Course #:** CE41870617      **Contact Hours:** ABN CE 2.4  
**Instructor:**

Paulette Berryman ([paulette.berryman@hhsy.org](mailto:paulette.berryman@hhsy.org)).

**Date & Time:**

Jan 7; Feb 4; March 12; April 8; May 7 - 10:30 am to 12:30 pm

**Prerequisite:** Access Site & Groin Management

## Intra-aortic Balloon Pump Management

This class covers the theory set-up and troubleshooting for the I.A.B.P. If you have any questions, contact Allison Brown at [allison.brown@hhsys.org](mailto:allison.brown@hhsys.org).

**Course #:** CE51130918 **Contact Hours:** ABN CE 4.8

**Instructor:** Allison Brown

**Date & Time:** February 11; April 12 - 8:00 am to 12:00 am

## Tubes & Drains

This class reviews different tubes and drains, as well as some troubleshooting and documentation tips. These tubes and drains include NG, ND, G-J, gastronomy, chest tubes, Jackson-Pratt, Truclose, wound vac, bowel management system, foley, coudé, external and temp-probe catheters, & trach tubes.

**Course #:** CE52360119 **Contact Hours:** ABN CE 1.2

**Instructor:** Heather Thacker **Non-Employee Cost:** \$15

**Date & Time:** Feb 19; Mar 19; Apr 16; May 14 - 8:00 to 9:00 am

**Location:** Simulation Lab Classroom

## Recognition of Deterioration

This one hour course is designed for RNs, LPNs, and PCAs; and will consist of interactive scenarios simulating patient deterioration during which the students will gain exposure to the responsibilities that different roles carry out. The goals include: recognizing the signs/symptoms of deterioration, and activating the rapid response system. The instructor will utilize case studies to improve assessment and critical thinking skills. High fidelity manikins will be utilized for simulated patient deterioration scenarios. This class is reserved for Huntsville Hospital employees only.

**Course #:** CE52870119 **Contact Hours:** ABN CE 1.2

**Instructor:** Heather Thacker **Location:** Sim Lab - 2nd floor of Dowdle Ctr.

**Date & Time:** Feb 21; Mar 21; Apr 17; May 16 - 8:00 to 9:00 am

Feb 21; Mar 21; Apr 17; May 16 - 2:00 to 3:00 pm

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

### Perinatal Bereavement Training for Healthcare Workers

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

**Course #:** CE41980517 **Contact Hours:** ABN CE 4.4

**Instructor:** Ashley Ray **Non-Employee Cost:** \$25

**Date & Time:** Feb 13; May 15 - 10:00 to 12:00 pm

## STABLE Certification Course

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 #:** CE52450119 **Contact Hours:** ABN CE 9.7

**Instructor:** Greta Simmons

**Date & Time:** Feb 14; May 23 - 9:00 am to 5:00 pm

## NICU 2.0

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

**Course #:** CE52440119 **Contact Hours:** ABN CE 8.4

**Instructor:** Greta Simmons **Location:** W&C Ground Floor Classroom

**Date & Time:** Feb 13; May 22 - 9:00 am - 5:00 pm

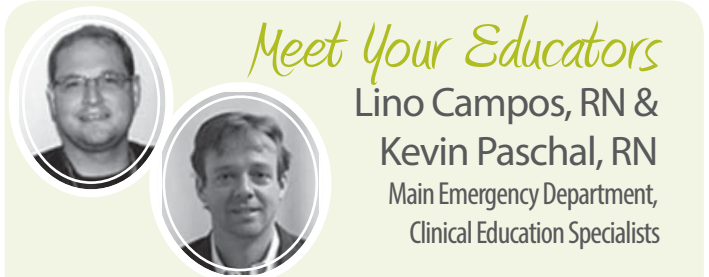
## Small Baby Class

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

**Course #:** CE52460119 **Contact Hours:** ABN CE 9.6

**Instructor:** Greta Simmons **Location:** W&C Ground Floor Classroom

**Date & Time:** February 27 - 8:30 am - 5:30 pm



In the Main Emergency Department, Lino Campos and Kevin Paschal share the role of managing the education for that team. Both Campos and Paschal started in their shared role in 2018, but they come from different career paths.

An 8 year veteran of the Main ED; Campos earned his ADN in 2010, followed by his BSN, and he is currently working on his MSN. Campos teaches critical skills for the ED team, supports the Annual Trauma Conference, and also makes time to expand his exposure to best practices by attending conferences throughout the country.

A self-proclaimed adrenaline junkie, Campos has a passion for motorcycles, race cars, scuba diving, sky diving, and being a dedicated Red Shirt nurse. Many are surprised to know he holds official certifications in many of these activities. As a dedicated member of the ED team Campos shared that he can't imagine working anywhere other than in the ER of a Level 1 Trauma Center; and in the educator role he has an opportunity to grow and support this department and people. "I love this department, the people and the difference we can and do make on a daily basis, in both our patients and their families lives". Campos is happily married, and he and his wife have three children.

Paschal followed his dream to enter the medical field by earning his BSN in 2012. After graduation he initially worked in Marshall Medical Center South's Emergency room, followed by work as an Occupational Health Nurse for the Toyota Motor Manufacturing of Alabama's plant.

In 2015 Paschal joined the Main Emergency Department team; and within his first year became involved in disaster preparedness, teaching new employees, becoming a Red Shirt Trauma nurse, as well as helping teach trauma courses to staff. His passion for the field also has led him to be a lead nurse for the hospital's Mobile Medical Unit initiative that provides community outreach clinics to the under-served homeless and uninsured population. Paschal has also been a critical support of other education initiatives including the Annual Trauma Symposium, as well as teaching MOAB, ACLS, TNCC, and RSI/Procedural Sedation courses for the hospital. He credits his wife who works in CT, to pushing him to the next level of excellence, and his two young daughters.

## Huntsville Hospital at Home Clinical Community Series

Hospice Family Care is offering a monthly one-hour continuing education lecture for clinicians and social workers on a clinical topic. *The class topics will vary by session, and will be reflected in NetLearning.*

**Course #:** CE42760717

**Contact Hours:** ABN CE 1.2; ANCC CE/SW 1.0

**Date & Time:** Jan 29; Feb 26; Mar 26; Apr 30; May 28 - 5:30 to 6:30 pm

## The Making of a Mentor/Coach for RNs

This class covers what is expected from a new employee or student coach/preceptor. It includes a review of the RN orientation process, the paperwork and EMR documentation. It also discusses how to communicate with your orientee based upon their adult learning style. Attendees will be able to identify successful communication techniques to motivate and engage new employees and/or students. Examples of how to evaluate and document orientee's progress and managing the relationship of coach and orientee will also be presented.

**Course #:** CE52800219 **Contact Hours:** ABN CE 4.8

**Instructors:** Andrea Payne and Tonya Gaines

**Date & Time:** Mar 5 - 8:00 - 12:00 pm; May 7 - 12:00 to 4:00 pm

## Clinical Excellence • Topics of Patient Management

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

### Cardiac Module - Basics

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

**Course #:** CE41750517    **Contact Hours:** ABN CE 4.8  
**Instructor:** Alicia Pettis    **Non-Employee Cost:** \$50  
**Date & Time:** Feb 4; March 18; April 29 - 8:00 am to 12:00 pm

### 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 #:** CE52370119    **Contact Hours:** ABN CE 1.2  
**Instructor:** Marylyse Knezevich  
**Date & Time:** Jan 10; Feb 14; March 14; April 11; May 9 - 8:00 to 9:00 am

### 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.

**Course #:** CE52410119    **Contact Hours:** ABN CE 3.3  
**Instructor:** Leigh Befort, [Leigh.Befort@hhsys.org](mailto:Leigh.Befort@hhsys.org).  
**Date & Time:** Feb 4; Mar 15; Apr 26; May 13 - 8:00 to 11:00am  
**Non-Employee Cost:** \$30

### 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 #:** CE41700617    **Contact Hours:** ABN CE 2.4  
**Instructor:** Geneva Llewellyn, [geneva.llewellyn@hhsys.org](mailto:geneva.llewellyn@hhsys.org)  
**Non-Employee Cost:** \$50  
**Date & Time:** Jan 29; March 14; May 30 - 8:00 am to 10:00 am

### Neurology Module-Advanced

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

**Course #:** CE41690617    **Contact Hours:** ABN CE 4.5  
**Instructor:** Geneva Llewellyn & Lisa Anderton  
**Non-Employee Cost:** \$50  
**Date & Time:** Jan 29, March 14, May 30 - 8:00 to 12:00 pm

### 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 #:** CE51270518    **Contact Hours:** ABN CE 2.4  
**Instructor:** Max Tunstill, RN CDN  
**Date & Time:** Jan 10; Mar 14; May 9 - 10:00 am to 12:00 pm

### 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 #:** CE41640517    **Contact Hours:** ABN CE 1.2  
**Instructor:** Kevin Paschal  
**Date & Time:** Jan 4; Feb 1; March 1; April 12; May 3 - 7:30 to 8:45 am

### 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. For others, contact the instructor at [maria.rachuonyo@hhsys.org](mailto:maria.rachuonyo@hhsys.org).*

**Course # for Basic Only#:** CE52310119  
**Basic & Advanced:** CE52300119  
**Instructor:** Maria Rachuonyo, Geneva Llewellyn, & Wayne Byford  
**Contact Hours:** Basic only - ABN CE. 2.5 and Basic & Adv. ABN CE 4.3;  
**Date & Time:** Jan 16; March 27; May 15 - Basic - 8:00 to 10:20 am;  
 Basic & Adv. Jan 16; March 27; May 15 - 8:00 am to 12:00 pm

### 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 #:** CE41650517    **Contact Hours:** ABN CE 1.2  
**Instructor:** Kevin Paschal  
**Date & Time:** Jan 4; Feb 1; March 1; April 12; May 3 - 9:00 to 10:00 am

### TOPM - The Renal Management

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

**Course #:** CE52340119    **Contact Hours:** ABN CE 1.2  
**Instructor:** Max Tunstill  
**Date & Time:** Jan 10; Feb 14; Mar 14; Apr 11; May 9 - 9:00 to 10:00 am

### Stop Sepsis: Sepsis Pathophysiology with Intro to Paper Screening

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

**Course #:** CE42380617    **Contact Hours:** ABN CE 2.4  
**Instructor:** Carissa Hicks  
**Date & Time:** Jan 17; Feb 14; Mar 14; Apr 25 - 1:00 to 3:00 pm

### Trauma Nursing Core Course - Provider (4-year Certification)

This 2-day course sponsored by the Emergency Nurses Association is designed to provide ED/Trauma nurses with the necessary psychomotor skills and knowledge associated with the delivery of emergency care to the trauma patient. It is recommended that participants have one year of emergency/trauma experience. For more information, please email Eddie West at [eddie.west@hhsys.org](mailto:eddie.west@hhsys.org).

**Course #:** ABNP0027    **Contact Hours:** CE 17.65  
**Instructor:** Eddie West    **Date:** Mar 21 & 22 - 7:45 am to 5:00 pm  
**Employee Cost:** \$175 (RN); \$150 (LPN & EMT)  
**Non-Employee Cost:** \$255 (RN - Non - ENA member); \$190 (RN - ENA member); \$150 (LPN & EMT)

## Patient Care Aide (PCA) Entry

This 1-1/2 day course covers the basic training necessary to meet the job expectations for new employees in PCA role. This course is targeted to individuals who have no experience, or employees with identified training needs. The first day is designed to cover topics such as transfer, aseptic, sterile technique, infection control, etc., that are needed for these roles. The 2nd day is designed specifically for PCA (patient care aides). This class is reserved for Huntsville Hospital employees only. PCA's are required to attend PCA Orientation Day (part of Clinical Orientation). Limited to 12 participants, Employee only training.

**Course #:** CNP01410817 **Hours:** 12.0

**Instructors:** Gayle Stinnett, [gayle.stinnett@hhsys.org](mailto:gayle.stinnett@hhsys.org)

**Date & Time:** Jan 17 & 18; Feb 28 & Mar 1; Mar 28 & 29; Apr 25 & 26; May 23 & 24 - Day 1 8:00 to 5:00 pm, Day 2 8:00 am to 12:00 pm

**Location:** Sim Lab - 2nd floor of Dowdle Center

## Margin of Excellence: Hardwiring Patient Safety & Clinical Excellence



This course focuses on Quality initiatives and the critical importance of Patient Safety at Huntsville Hospital. The course also outlines the hospital's move toward a "Just Culture" approach, based on personal responsibility and accountability, as a means to improve quality and reduce errors. This class is reserved for Huntsville Hospital employees only.

**Course #:** CE43720118 **Contact Hours:** ABN CE 3.6

**Instructors:**

Robert Chappell, MD; Karol Jones; Jeff Samz; Tracy Doughty

**Dates & Times:** Feb 7; Mar 7; Apr 4; May 2 - 8:00 to 11:00 am

## Quality • Accreditation Series

### Accreditation Briefing

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

**Course #:** CE42390817 **Contact Hours:** ABN CE 0.25

**Instructor:** Lyn Tipton

#### Huntsville Campus - Quality Conference Room

Feb 5; Mar 5; Apr 2; May 7 - 7:15 am to 7:45 am

Jan 8; Feb 12; Mar 12; Apr 9; May 14 - 11:30 am to 12:00 pm

#### Women & Children Campus - Ground Floor Classroom:

Jan 2; Feb 6; Mar 6; May 1 - 7:30 am to 8:00 am

Jan 3; Feb 7; Mar 7; May 2 - 1:00 pm to 1:30 pm

#### Madison Campus:

Jan 17, Feb 21, March 21, April 18, May 16 - 7:30 to 8:00 am

Jan 17, Feb 21, March 21, April 18, May 16 - 10:00 to 10:30 am

### 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 #:** CE50900518 **Contact Hours:** ABN CE 1.2

**Instructor:** Lyn Tipton

**Date & Time:** Jan 17; April 18 - 2:00 pm to 3:00 pm



Class counts toward the annual goal for Huntsville Hospital Leaders.

## American Heart Association • Basic Lifesaving Training

### AHA BLS Initial

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

**Course #:** BLS-1501 **Hours:** 7.0

**Instructors:** Bruce Askins

**Date & Time:** January 4, 5, 25, 26; February 8, 9, 22, 23; March 8, 9, 22, 23; April 5, 6, 20, 27; May 3, 4, 17, 18 - 7:45 am to 4:30 pm

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

### AHA BLS Heartsaver First Aid Class

This course is a classroom, video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives.

**Course #:** BLS-05 **Hours:** 4.0

**Instructor:** Bruce Askins

**Date & Time:** March 21 - 6:00 pm to 10:00 pm.

**Employee Cost:** \$40 **Non-Employee Cost:** \$50

### AHA BLS Heartsaver Adult AED

This course teaches CPR techniques, AED, barrier device skills, and emergency choking measures for an Adult victim.

**Course #:** BLS-06 **Hours:** 5.0

**Instructor:** Bruce Askins **Non-Employee Cost:** \$50

**Date & Time:** March 7 - 6:00 pm to 10:00 pm

### AHA BLS Renewal

This AHA course is designed for the healthcare professional, and covers Adult, Child, and Infant CPR; barrier device skills & use of AED. This renewal class reviews all materials in the class, as well as providing time to practice skills prior to the skills check; written test is administered at the end of the class. Participants need to bring their expiring BLS card.

**Course #:** BLS-1502 **Hours:** 3.0

**Instructor:** Cindy Schwartz

**Date & Time:**

Jan 9, 16, 23, 30; Feb 13, 20, 27, 28; Mar 6, 13, 14, 20, 27, 28; Apr 3, 4, 10, 11, 17, 24; May 1, 8, 15, 22, 29 - 8:00 am - 11:00 am

Jan 9, 16, 23, 30; Feb 13, 20, 27; Mar 6, 13, 20, 27; Apr 3, 10, 17, 24;

May 1, 8, 15, 22 - 12:30 pm - 4:00 pm

Feb 7; Apr 18 - 6:00 pm - 9:30 pm

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

## Special Sunday Sessions AHA BLS Renewal Classes

As our facility has grown, the need for more BLS classes has increased. To meet this need, we have added some BLS renewal classes on select Sunday afternoons. Registration available in Netlearning.

**Course #:** BLS-1502      **Hours:** 3.0      **Instructor:** Ken Ortlepp      **Date & Time:** Jan 20; Feb 3, 17; Mar 17; Apr 7, 28; May 19 - 12:30pm to 3:30pm  
**Supplies:** BLS for Healthcare Provider Student Manuals are available for purchase at the Corp. University office.

## Community AHA Basic Life Support Classes

### Community AHA BLS Initial

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

**Course #:** CU10030618      **Hours:** 7.0

**Instructor:** B. Askins

**Non-Employee Cost:** \$60; \$55 with student ID

**Date & Time:** Jan 12; May 11 - 7:45 am - 4:30 pm

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

### Community AHA BLS Renewal

This AHA course is designed for the healthcare professional, and covers Adult, Child, and Infant CPR, and barrier device skills. Participants should complete the online Heartcode BLS course (\$23) prior to attending. This online portion will provide a review as well as administer the written test. It may be found at [onlineAHA.org](http://onlineAHA.org). Course Completion Certificate should be printed and brought to class. Students will also need to bring their expiring BLS card.

**Course #:** CU10040618

**Hours:** 4.0

**Instructor:** Bruce Askins

**Non-Employee Cost:** \$35

**Date & Time:** Jan 3; May 2 - 6:00 pm to 10:00 pm

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

To register for these classes, call Huntsville Hospital Corporate University at (256) 265- 8025

## American Heart Association ACLS • Advanced Cardio Pulmonary Life Support



### AHA ACLS Provider

This 2-day course for the healthcare professional covers adult cardiovascular arrhythmia recognition, brain attacks, cardiovascular drug therapy, airway management skills, shock therapy, and AED skills.

**Prerequisite:** ACLS online pre-test; go to [www.heart.org/eccstudent](http://www.heart.org/eccstudent). In the "Enter code from manual" window; type "ACLS15", click "submit", choose "pre-course Self assessment" and proceed with the test. Must have score of 70 or above.

**Course #:** CE43510118

**Contact Hours:** ABN CE 12

**Date & Time:** Jan 24 & 25; Mar 7 & 8; May 16 & 17; July 11 & 12; September 19 & 20; November 14 & 15; December 12 & 13 - Day 1 - 8:00 am to 5:00 pm & Day 2 - 7:30 am to 1:00 pm

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

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

**Affiliates Cost:** \$195

**Supplies:** \$40 ACLS Textbook; \$30 ECC Handbook

### AHA ACLS Review

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

**Course #:** CE43520118

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

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

**Date & Time:** Jan 22; Mar 5; May 14 - 9:00 am to 1:00 pm

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

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

#### Prerequisites:

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

**Supplies:** \$30 (Handbook) and/or \$40 (Textbook)

**Employee Cost (if not covered by unit) & Non-employee Cost:** \$132 + \$75 skills fee and supplies (as needed). AHA ACLS online module for non-employee must be purchased from AHA.

**Note:** Basic computer skills are necessary to complete this on-line training. Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.

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

This course is the completion of ACLS HeartCode Renewal after ACLS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Rosita Karigan via email at [rosita.karigan@hhsys.org](mailto:rosita.karigan@hhsys.org).

**Course #:** ACLS-7001011

**Instructor:** Angela Renfroe

**Date & Time:** Jan 10, 14, 28; Feb 18, 19, 26; Mar 19, 20, 28; Apr 2, 30; May 9, 21, 30 - Times: 7:30 to 8:30 am; 8:30 to 9:30 am; 9:30 to 10:30am; 10:30 - 11:30 am; 12:30 to 1:30pm; 1:30 to 2:30 pm; 2:30 to 3:30pm; 3:30 to 4:30pm; 4:30 - 5:30 pm

**Non-Employee Cost:** \$75

# American Heart Association PALS • Pediatric Advanced Life Support

## AHA PALS Provider

This course for the Healthcare Professional covers Pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills, shock therapy, and other skills. This is a 2-day course.

**Prerequisite:** PALS online pre-test; go to [www.heart.org/ecstudent](http://www.heart.org/ecstudent). In the "Enter code from manual" window; type "pals15", click "submit", choose "pre-course Self assessment", and proceed with the test. Must have score of 70 or above.

**Course #:** CE43500118      **Contact Hours:** ABN CE 8.3; ANCC CE 6.0

**Date and Time:**

Feb 7 & 8; Apr 18 & 19

Day 1, 7:30 am to 5:00 pm & Day 2, 7:30 am - 1:00pm

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

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

**Supplies:** Handbook \$30; Textbook \$40



## AHA PALS Review

This 3-hour course helps the healthcare provider review pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills, shock therapy, and other skills. This is a preparatory class for the 2-day PALS initial certification course and a refresher adjunct to the PALS MegaCode skills station checks-off.

**Course #:** CE51161018      **Contact Hours:** ABN CE 3.6

**Instructors:** Angela Renfroe; Rosita Karigan

**Date & Time:** February 5; April 16 - 9:00 am to 12:00 pm

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

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

A web-based, self-paced didactic course, with the written test included. The course can be taken from any computer throughout the facility.

Once the Part I online course is done, the student must complete another online module on the Zoll defibrillator and then enroll him/herself in the Skills Check associated with that certification within 60 days.

**Prerequisites:**

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

**Supplies:** \$30 (Handbook) and/or \$45 (Textbook)

**Employee Cost** (if not covered by unit) & **Non-Employee Cost:** \$132 + \$75 skills fee + supplies (as needed)

**Note:** Basic computer skills are necessary to complete this online training. Computers available at Corporate University Monday-Friday 8am to 4pm.

## AHA PALS MegaCode Skills Check Off

### (with optional BLS Skills Check Off)

This course is the completion of PALS HeartCode Renewal after PALS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Rosita Karigan via email at [rosita.karigan@hhsys.org](mailto:rosita.karigan@hhsys.org).

**Course #:** PALS-7000412      **Instructor:** Angela Renfroe

**Date & Time:** Jan 15; 31; Feb 11; 27; Mar 25; 26; Apr 4; 22; May 20 - 7:30 to 9:00 am; 9:00 to 10:30am; 10:30 am to 12:00 pm; 1:00 to 2:30 pm; 2:30 to 4:00 pm; 4:00 to 5:30 pm

May 8 - 7:30 to 9:00 am; 9:00 to 10:30 am; 10:30 to 12:00 pm

**Non-Employee Cost:** \$75



## New AHA eCard Process

When you successfully complete an American Heart Association (AHA) course, you will now be issued an eCard. This new process provides a secure, and efficient way to provide students with online proof of completion. Your eCard can be sent to your work or personal email address. If you prefer receipt through your personal email, simply add your personal email address into Lawson Self-Service.

## Frequently Asked Questions

### Q. What is an eCard?

An eCard is the electronic equivalent of a printed AHA course completion card, and is valid proof of successful course completion, and can be presented to employers as proof of successful completion of an AHA course.

### Q. Can I receive the regular paper version?

A student can print out their eCard. For employee's records, employees should supply full size copies to manager/educator.

### Q. How will the new process impact the student?

The eCard process involves a few more steps for students to claim their AHA online certification card(s):

1. Students attend a class to take initial or renewal courses; verifying their email address during class.
2. After successfully passing the written and skills portions of the class, students will receive an e-mail notification (5 to 7 business days after a class) with a link to claim their eCard online.
3. From there, students will need to review their student profile page to update and confirm their contact information, set up a security question, agree to American Heart Association's standard Terms of Use, and complete a brief survey.
4. Once completed, students will then be able to view their eCard.

### Please Note:

Corporate University will continue to record AHA certification completion in NetLearning, but your physical card will now only be available through the AHA website.

If you have any questions, please contact Rosita Karigan at [ecard@hhsys.org](mailto:ecard@hhsys.org).

## Professional Development • Opportunities

### Building Personal Professionalism

#### Professionalism: Reach Your Potential

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 #:** CE42670717    **Contact Hours:** ABN CE 2.4  
**Instructor:** Lydia Cole    **Non-Employee Cost:** \$30  
**Date & Time:** Mar 27; May 15 - 1:00 to 3:00 pm

#### Increasing Cultural Sensitivity in the Healthcare Environment

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

**Course #:** CE52830119    **Contact Hours:** ABN CE 1.2  
**Instructor:** Maya Vasileva  
**Dates & Times:** March 19 - 10:00 am to 11:00 am

### REACH for BALANCE EMPLOYEE DEVELOPMENT SERIES

Huntsville Hospital provides this series of courses as a support for employees to focus on personal development and add more balance to their busy lives. These courses are meant to help individuals juggle busy work lives with busy home schedules. The goal is to continue to Reach for Balance!

**Course #:** CE42550118    **Credit:** ABN CE 1.8

- **Warm Winter WonderFOODS**  
February 12 - 10:00 am - 11:30 am, featuring HealthWorks
- **Women & Investing**  
March 13 - 10:00 am - 11:30 am, featuring Fidelity
- **Skin Cancer Prevention**  
April 17 - 2:00 pm - 3:30 pm, featuring HealthWorks
- **Pay Yourself First**  
May 23 - 10:00 am - 11:30 am, featuring RFCU
- **Understanding Investment Options**  
June 26 - 2:00 pm - 3:30 pm, featuring Fidelity
- **Hydrate for Health**  
July 18 - 2:00 pm - 3:30 pm, featuring HealthWorks
- **Eliminating Student Debt**  
August 22 - 10:00 am - 11:30 am, featuring Compass
- **Ready for Medicare?**  
September 18 - 2:00 pm - 3:30 pm, featuring Fidelity
- **Preventing Diabetes**  
October 23 - 10:00 am - 11:30 am, featuring HealthWorks
- **Your Credit Report**  
November 19 - 10:00 am - 11:30 am, featuring Regions

Employees can register for these classes in NetLearning.

### Safety and Security

#### Management of Aggressive Behavior (MOAB) Intro

Participants will go through an in-depth training program which teaches individuals how to recognize, reduce, and manage violent and aggressive behavior. MOAB goes beyond the strategies for preventing and diffusing a crisis. It addresses the multitude of crisis and the stages of conflict. Participants will learn principles, techniques; and skills to recognize, reduce, and manage anxious, aggressive, and violent behavior. This certified course needs to be renewed every 2 years.

**Course #:** CE52810119    **Contact Hours:** ABN CE 9.6  
**Instructor:** Jason Hastings, Ramiro Torres  
**Dates & Times will be posted in NetLearning**

#### Management of Aggressive Behavior (MOAB) Intro 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 #:** CE52820119    **Contact Hours:** ABN CE 4.8  
**Instructor:** Jason Hastings, Stephanie Wilson  
**Dates & Times will be posted in NetLearning**

### Personal Growth

#### NEW: Tools for Developing Positive Psychology

This class will help attendees learn ways to become more optimistic and cultivate positive emotions to improve their life experience.

**Course #:** CE52900119    **Contact Hours:** ABN CE 1.0  
**Instructor:** Juli Langford  
**Date & Times:** Feb 5; Mar 5; Apr 2; May 7 - 8:00 to 9:00 am

#### Anger Management

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

**Course #:** CE50920718    **Contact Hours:** ABN CE 1.0  
**Instructor:** Marisa Kennemer  
**Date & Time:** Jan 23 - 9:00 to 10:00 am; May 15 - 3:00 to 4:00 pm

#### Compassion Fatigue: Are You Running on Fumes?

Compassion fatigue, or a sense of feeling "numb" from over-exposure to others' distress or traumatic events, is a serious and all too common issue for health professionals. This course is designed to provide an overview of the symptoms, causes and risks factors of compassion fatigue, and other tips and tools for healing and prevention.

**Course #:** CE43570118    **Contact Hours:** ABN CE 1.0  
**Instructor:** Marisa Kennemer  
**Date & Time:** March 15 - 11:00 am - 12:00 pm

#### Stress Management

This course helps the participant identify healthy and unhealthy coping behaviors, and learn practical things to do to alleviate stress

**Course #:** CE52840119    **Contact Hours:** ABN CE 1.0  
**Instructor:** Marie Hodges    **Non-Employee Cost:** \$15  
**Date & Time:** April 12 - 12:00 to 1:00 pm

#### Understanding Depression

This course recognizes that many people feel depressed from time to time, and contrasts the differences between being in a bad mood and experiencing a clinical depression. The course also presents strategies to feel better, and outlines how to seek assistance for depression.

**Course #:** CE52910119    **Contact Hours:** ABN CE 1.0  
**Instructor:** Marie Hodges  
**Date & Time:** February 7 - 12:00 to 1:00 pm



## Developing Computer Skills

### Microsoft Word

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

For Huntsville Hospital employees only.

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

**Instructor:** Ken Ortlepp

**Date & Time:** Mar 8; Apr 19; May 10 - 8:00 to 9:30 am

**Supplies:** \$5 (quick reference guide) or \$15 (Optional Guide)

### Microsoft Excel I/II - Basic/Intermediate

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

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

**Instructor:** Ken Ortlepp

**Date & Time:** Feb 22; Mar 29; Apr 26; May 17 - 8:00 - 9:30 am

**Supplies:** \$5 (quick reference guide) or \$22 (Optional Guide)

### Microsoft Excel III - Advanced

This course covers more advanced data manipulation, tables, charting, formulas & functions, macros, and pivot tables.

**Course #:** CU10070119 **Hours:** 1.5

**Instructor:** Ken Ortlepp

**Date & Time:** Mar 29; Apr 26; May 17 - 10:00 to 11:30am

**Supplies:** \$5 (quick reference guide) or \$22 (Optional Guide)

**Prerequisite:** Microsoft Excel - Basic (or equivalent experience).

### Microsoft PowerPoint

This course introduces employees to the capabilities and how to utilize Powerpoint. Some of the topics covered include: menu, building a presentation, creating a template, editing, formatting, drawing tools, presentation tips, slide animations, using multi-media materials, tables, etc.

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

**Instructor:** Ken Ortlepp

**Date & Time:** Mar 8; Apr 19; May 10 - 10:00 to 11:30 am

**Supplies:** \$5 (quick reference guide) or \$22 (Optional Guide)

### NetLearning Classes : The Superuser Role

Corporate University is offering a class for educators/managers that are new to the role of NetLearning NetManager or need a refresher. This one-on-one session will covers assigning and monitoring education; basic reporting options, recording attendance, creating education & curriculum. This course is for HH NetManagers only.

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



### Navigating Insight: Quality Benchmarking & Dashboard Reporting

The objective of this course is to introduce the Insight program to management/staff that have been given access to the program. The class reviews accessing and drilling down on various dashboard scores, as well as how to run reports and look for trending. These skills are developed in this class in order to share critical data with staff.

**Course #:** CE43330118 **Contact Hours:** ABN CE 1.8

**Instructor:** Richard Ivey

**Date & Time:** January 24, May 9 - 8:30 am to 10:00 am



The Power of Excellence (POE) is the vision for the service culture at Huntsville Hospital. To fulfill that vision requires power...the power of a culture...a way of thinking and doing things. All employees are required to complete three "Power of Excellence" (POE) courses designated for "STAFF" or "MANAGERS." The descriptions of these courses are outlined below.

### STAFF SERIES

#### Power of Excellence: You Make The Difference

This foundational course focuses on elements essential for the delivery of excellent customer service in our healthcare environment (including service recovery and complaints & grievances), with an emphasis on the importance of building a culture of service excellence at Huntsville Hospital, and the power of each employee has to make the difference. \*Offered during new Employee Orientation for ALL personnel (Managers & Staff).

**Course #:** CE52850119 **Contact Hours:** ABN CE 2.4

**Instructors:** Pat Jackson and the POE faculty

**Date & Time:** Jan 7, 14, 28; Feb 11, 25; Mar 11, 25; Apr 8, 22; May 6, 20 - 2:35 pm to 4:30 pm

#### Power of Excellence: Service Recovery - Staff

This class identifies the most common service failures and offers best practices and tools for Service Recovery. It also defines and describes the differences between complaints and grievances and explains the actions required for resolution.

**Course #:** CE42590717 **Contact Hours:** ABN CE 1.8

**Instructors:** Pat Jackson and the POE faculty

**Date & Times will be posted in NetLearning**

#### Power of Excellence: The Patient Experience - "Always" Make it the Best!

In this interactive course for all employees, detailed information and techniques are presented to ensure the most successful customer experience at Huntsville Hospital (including service recovery and complaints & grievances).

**Course #:** CE42610717

**Instructors:** P. Jackson and the POE faculty

### MANAGEMENT SERIES



#### Power of Excellence: You Create the Culture - Manager

This foundational course reviews the role of Huntsville Hospital leadership in shaping and maintaining the unique Power of Excellence service culture. Managers will learn methods used to measure customer service effectiveness, review the importance of accountability and effective communication and the process of service recovery and complaints & grievances.

**Course #:** CE42640717 **Contact Hours:** ABN CE 4.2

**Instructors:** Pat Jackson and Lynn Lee

**Date & Times will be posted in NetLearning**



#### Power of Excellence: Service Recovery - Manager

This training will provide tools and education for improving communication by using AIDET and properly handling sensitive service issues at Huntsville Hospital. A detailed review of the Service Recovery and Complaint and Grievance policies will be discussed along with case studies and reporting processes.

**Course #:** CE42620717 **Contact Hours:** ABN CE 1.8

**Instructors:** Pat Jackson and the POE faculty

**Date & Times will be posted in NetLearning**



Class counts toward the annual goal for Huntsville Hospital Leaders.

## Leadership Development • Management Skills

### HR Legal Courses



#### Legal Matters: Bullying in the Workplace

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 #:** CE51170718 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Dates & Times:** Feb 20; May 29 - 8:30 am to 10:00 am



#### Legal Matters:

#### Managing Employees in a Challenging Environment

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 #:** CE51180718 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Dates & Times:** Feb 20; May 29 - 10:30 am to 12:00 pm



#### Legal Matters: ADA, Accommodation, Harassment & Retaliation

In this interactive course, you will learn about the Americans with Disabilities Act and how best to comply with it. We will discuss how the law protects employees in defined "protected classes", and how you can help them too. We will also talk about retaliation – what it means, what it looks like and how not to retaliate. We will also discuss 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 #:** CE43890218 **Contact Hours:** ABN CE 1.8

**Instructor:** Rachel Barlotta/ Jenna Bedsole

**Date & Time:** Feb 20; May 29- 2:00 pm to 3:30 pm



#### 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 #:** CE1210718 **Contact Hours:** ABN CE 1.2; ANCC CE 1.0

**Instructor:** Sherree Clark

**Dates & Times:** February 13; May 15 - 1:00 pm to 3:00 pm

### Tools to Build a Strong Team



#### NEW: Mastering the Evaluation Process

This class provides a detailed look into using the annual, provisional, 6-month, and ad-hoc evaluation process as a constructive tool with staff. The course reviews processes, expectations, and strategies for utilizing coaching to develop your staff.

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

**Instructor:** Cynthia Traylor

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



#### Difficult Conversations

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

**Course #:** CE43880118

**Hours:** ABN CE 2.4

**Instructor:** Lydia Cole, RN

**Dates & Times:** Feb 21 - 1:00 to 3:00 pm

Apr 11; May 29 - 9:00 to 11:00 am



#### Selecting the Right Employees

Part of a manager's job is to make sure employees are being recruited and cultivated in such a way that the future of the department or organization is in capable hands. Participants will learn deliberative steps to ensure they identify a successful candidate profile and in turn hire the right employees for critical roles. This course is for Huntsville Hospital managers.

**Course #:** CE51190718 **Contact Hours:** ABN CE 2.4; S.W. 2.0

**Instructor:** Beverly Burke

**Date & Time:** February 20; April 10 - 8:30 am to 10:30 am



#### 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 #:** CE43710118 **Contact Hours:** ABN CE 2.4

**Instructors:** Lydia Cole, Kim Hall

**Date & Time:** April 3, - 9:00 am to 11:00 am



#### Managing Attendance & the Related Workforce Challenges

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

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

**Instructors:** Connie Poole, Cynthia Traylor & Paige Bastin

**Dates & Times:** Mar 14 - 8:30 to 10:30 am; May 30 - 1:00 - 3:00 pm



#### Coach with Confidence

As a leader, you are coaching all of the time. Great leadership involves effective communication skills. This workshop equips leaders with tools to maximize their greatest strengths; learn to improve their challenges; learn to better understand their employees; implement practices to build a positive team; identify principles to deal with difficult situations.

**Course #:** CE43920718

**Contact Hours:** ABN CE 2.4

**Instructor:** Lydia Cole

**Non-Employee Cost:** \$30

**Date & Time:** Mar 27; May 22 - 9:00 am to 11:00 am



#### How Great Leaders Drive Employee Engagement

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

**Course #:** CE50910718 **Contact Hours:** ABN CE 1.8

**Instructor:** Elise Taylor

**Dates & Times:** February 20 - 1:00 pm - 2:30 pm



#### Philanthropy: Inspire, Invest, Improve

Learn how inspired gifts invested in your department/unit can improve patient care. Grateful patients are inspired every day by the outstanding care you and your staff provide, and many of them would like to "pay it forward" – they just don't know how.

**Course #:** CE50520318 **Contact Hours:** ABN CE 1.2

**Instructor:** Candy Burnett

**Date & Time:** March 18 - 11:30 am to 12:30 pm

## **L** NEW: The Benefits Class

This course provides a more extensive review of the Huntsville Hospital benefits, the enrollment process, plan comparisons, and guidance for leaders guiding staff through critical life changing events. This course is open to all staff, but also an excellent way for leaders to know how to guide staff member questions about benefits elections.

**Course #:** CU10010518

**Instructors:** Betsy Hall & Lynda Donovan

**Date & Time:** Jan 10; Feb 6; Mar 7 - 8:30 am to 10:30 am  
April 16 - 1:30 pm to 3:30 pm; May 16 - 9:00 am to 11:00 am

## Creating a Just Culture

### **L** Just Culture: Policy & Practice

This course is required for all managers at Huntsville Hospital, and will cover the changes to move Huntsville Hospital to a more "Just Culture" in approaching errors. The course will review the adjustments to the Employee Handbook, the new Employee Counseling Process, new event investigation techniques, and the tools that support this cultural shift.

**Course #:** CE51220718      **Contact Hours:** ABN CE 2.4

**Instructors:** Cynthia Traylor & Vicky McClain

**Date & Time:** February 21; May 9 - 1:00 pm to 3:00 pm  
April 3 - 8:30 am to 10:30 am

### **L** Just Culture Investigation

This course is the second in our Just Culture series, and focuses on understanding the critical steps required in a proper event investigation. The class explores critical steps needed to properly understand the 'How, Who, Where, Why' details of an event; and how best to gather objective information to learn from errors.

**Course #:** CE51230718      **Contact Hours:** ABN CE 2.4

**Instructors:** Cynthia Traylor & Vicky McClain

**Dates & Times:** March 13 - 1:00 to 3:00 pm

**Prerequisite:** *Just Culture in Policy and Practice*

## Personal Productivity

### **L** Time Management Five Choices for Extraordinary Productivity

This course covers how to differentiate the important from less and non-important as it relates to health care and life. Participants will define what success looks like in your current, most important roles. You will learn to balance 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 #:** CE52400119      **Contact Hours:** ABN CE 2.4

**Instructor:** Lydia Cole

**Date & Time:** Feb 14; Mar 20; Apr 17; May 2 - 9:00 to 11:00 am

### **L** Leadership Version:

#### 7 Habits of Highly Effective People in Healthcare

Leadership doesn't just happen. It is carefully designed by you. In the course, we will discuss and apply principles from one of the most influential books of all times. This includes how to produce positive results; hold your staff accountable; develop positive relationships across the healthcare team; manage time, prioritize; focus on what matters most and lead by example.

**Course #:** CE43900718      **Contact Hours:** ABN CE 2.4

**Instructor:** Lydia Cole      **Non-Employee Cost:** \$30

**Date & Time:** March 20 - 1:00 pm - 3:00 pm;

April 25 - 9:00 am to 11:00 am

## Frontline Refreshment

### **L** A Monthly Education & Enrichment Series for Frontline Supervisors

As a Frontline Supervisor (FLS), the work can be rewarding as well as challenging at times; and it's always critical to our organization's overall success. Each month, we will offer a presentation designed to inform, encourage and even recharge you!

**Course #:** CE43660718      **Contact Hours:** ABN CE 1.8

- **Emergency Preparedness**  
February 19, 10:00 am - 11:30am, featuring Joyce Thomas, RN
- **The Impact of the Blue Bin System**  
March 26, 10:30 am - 12:00pm, featuring Jeff Stephens
- **Leadership isn't for cowards**  
April 25, 10:00 am - 11:30 am, featuring Jan Neeley
- **1Chart with a Smile**  
May 29, 2:00 pm - 3:30pm, featuring Paul Davis, RN
- **Our HH Health System: 2020 Update**  
MADISON: June 12, 2:00 pm - 3:30pm, featuring David Spillers  
HUNTSVILLE: June 13, 2:00 pm - 3:30pm, featuring David Spillers
- **Huntsville Hospital Heritage**  
July 23, 2:00 pm - 3:30 pm, featuring Burr Ingram
- **HCAHPS Update**  
August 15, 2:00 pm - 3:30pm, featuring Lynn Lee, RN
- **Huntsville Hospital Physician Network**  
September 26, 9:00 am - 11:30 am, featuring Chris Rush
- **The Stroke Team**  
October 24, 2:00 pm - 3:30 pm, featuring Jillian Newman, CRNP
- **Santa Leadership**  
November 21, 10:00 am - 11:30 am, featuring Wendy Cantrell

*Register in NetLearning for all upcoming opportunities.*



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



## Community Classes

### 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.*

**Instructors:** Ellen Harris **Empl Cost:** \$63  
**Non-Employee Cost:** \$70

#### HUNTSVILLE CAMPUS

Jan 3 & 4 ; Mar 18 & 19  
Day 1 10:00 to 2:00 pm Day 2 10:00 - 3:00 p  
Feb 22 & 23; May 10 & 11 -  
Day 1 4:00 to 8:00 pm Day 2 10:00 - 3:00 p

#### MADISON CAMPUS

Jan 18 & 19; Feb 8 & 9; Mar 8 & 9; Apr 12 & 13; May 10 & 11 - Day 1 4:00 to 8:00 pm/  
Day 2 10:00 am to 3:00 pm

To register go to [HHWomenandChildren.org/classes](http://HHWomenandChildren.org/classes).  
For questions call 256-265-7296.

### Guy Talk

This is a class 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 ages 9-13 with an adult.*

**Instructor:** Eugene Johnson  
**Employee Cost:** \$28 **Non-Employee Cost:** \$35  
**Location:** Dowdle Center  
**Please call for dates and times**

### 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  
**Employee Cost:** \$28 **Non-Employee Cost:** \$35  
**Location:** Dowdle Center  
**Dates & Times:** Jan 13; Feb 10; Mar 10  
- from 2:30 to 4:45 pm



### 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  
**Employee Cost:** \$28  
**Non-Employee Cost:** \$35  
**Location:** Dowdle Center  
**Prerequisites:** Girl Talk I recommended  
**Please call for dates and times**

## Corporate University Overview

### How to Contact Us

**Phone:** 256-265-8025 ; **Fax:** 256-265-9417  
**Office Hours:** M-F, 7:00 am-5:00 pm  
**Street Address:** 109 Governors Drive, SW; Huntsville, Alabama 35801  
**Mailing Address:** Corporate University; P.O. Box 1167; Huntsville, Alabama 35807  
**Web:** [www.huntsvillehospital.org](http://www.huntsvillehospital.org) under Education & Events.

### How to Register

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

### Parking

Corporate University's guest parking is located next in the surface lot next to the Governors Medical Tower/Spine & Neuro Center on Longwood Drive.

### 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.

### Facility Rental

If you are part of Huntsville Hospital Health System and are interested in renting space in our facility, please call 256-265-8025.

### Location of Corporate University

