

WSNA Local Unit SACRED HEART MEDICAL CENTER

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Local Unit Officers

Marty Avey	Co-Chair
Kathy Ormsby	Co-Chair
Linda Jones	Secretary
Deb Perry	Treasurer
Camille Sturdivant-Daly	Grievance
Cathy Harris	Membership
Vivian Hill	Membership

Nurse Practice Committee:

Marty Avey, Chair
 Vickie Dodson
 Vivian Hill
 Terry Patterson

Safety Committee

Kathleen Gilbertson-Stimpfle
 LuAnne Standish

Contact your LU Officers at

1-866-305-5612-voice-tel

WSNA Nurse Representative

Debi Bessmer

1-800-231-8482, Ext 3112

dbessmer@wsna.org

WSNA Web Site

www.wsna.org

*The Oldest and Largest Union
 Representing Registered Nurses
 in Washington State*



WASHINGTON STATE
 NURSES ASSOCIATION



Forms Now Available Online!

Staffing analysis forms are now available online at Sacred Heart. They should be readily accessible from each unit. They are not filled out online; the form is printed then filled out so you can print forms to have on hand if they are needed. Please be sure to make copies of the completed form and send one to WSNA local unit Co-Chair. Use a routing envelope-make sure to secure it and address it to WSNA. WSNA has a mailbox in the hospital. Also, keep one copy for yourself. You should receive a response to your staffing analysis form from your relevant supervisor. If you receive no response to your form, contact your supervisor. You deserve an explanation when you have voiced your concern about staffing issues.

Other forms, such as incident reports and complaint forms are also online. These forms are filled out on the computer. The incident reporting and complaint reporting system is known as Quantros. Because the forms cannot be printed, a reference number for your particular submission is located in the corner of the online form. Please write down and keep the reference number before you submit it if you plan to reassess or review it. The number can be used to locate that particular form to review it.



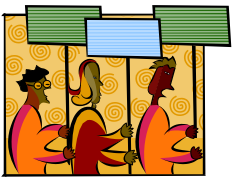
Receive PTO, EIT, and Seniority accrual when taking Low Census!

You are still entitled to EIT, PTO and Seniority accrual when you take low census without covering it with PTO.

Here's how:

- If you have arrived at work and are granted LCD, you are entitled to 2 hours inconvenience pay (unless attempts were made to contact you prior to you leaving for work-such as a message on an answering machine or not providing the hospital with a current telephone number). Swipe in for your cost center (or at your usual work station) then follow prompts or enter through screens until data has been accepted. Wait a minute or two, then swipe out using out code 7. This will enter 2 hours inconvenience pay and will initiate accrual for PTO, EIT, and Seniority hours.

- If you are granted Low Census when inconvenience pay does NOT apply: Press red button on time clock for nonproductive time; enter date for Low Census, then code 49. Follow the prompts-including cost center, until data has been accepted.
- If you do not use code 7 for Low Census when swiping out LCD with inconvenience pay, use a payroll correction slip to be eligible for compensation.
- If you receive LCD at home, use the nonproductive code 49 within the current pay period to receive PTO, EIT, and Seniority Accrual. If you do not do this within the pay period, then fill out a payroll correction form.

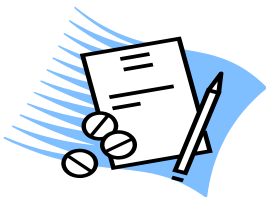


Kentucky Nurses Strike- YOU Made A Difference!

Several local units donated funds to assist the Kentucky nurses in their long and difficult stand for patient safety and working conditions. WSNA/SHMC Local Unit stepped up to the plate, contributing \$1,500.00 to the nurses. We made a difference in their lives and we rock!

Co-Signing Medication Wastes

If you need to waste all or part of a medication that needs to be co-signed, make sure that you have the medication to show to the co-signer and dispose of it in their presence. If asked to witness a waste, make sure that you watch the medication being wasted.



Equipment Issues

Are you having difficulty obtaining equipment needed for patient care? We all seem to have this problem at one time or another. When equipment issues delay or deny patient care, protect yourself and document that equipment is missing, including the steps you have taken to fix the problem, such as ordering the needed equipment or contacting Central Supply. If equipment needed is STAT or is affecting patient status, notify your supervisor IMMEDIATELY.

Filling out a Quantros event form will also help track equipment supply issues (do NOT document filling out a Quantros event form in the patient record). There is a reference number in the corner of the online form that you can copy that enables you to review the form is needed at a later date. If an order is not filled in a reasonable amount of time, contact the source to confirm receipt of the order and estimated time for order to be filled. Notify your Charge Nurse, ANM or Manager to let them know of a delay or lack of an item. They may have other sources or routes to obtain equipment.

Officer elections will be coming soon!



Would you like to be more involved in supporting yourself and colleagues at SHMC? Elections for many positions will be coming! Officer positions include: 2 Co-chair positions,

Secretary, Treasurer, 2 Member-at-large positions (1 membership officer and one Communication officer) and Grievance Officer. Other positions include being part of Nurse Practice Committee and Safety Committee. Most of these positions involve a once-monthly paid meeting as groups involving WSNA and SHMC and duties vary based upon the position.

Nurse Practice Committee meets monthly with SHMC managers and members of Administration to discuss nurse practice issues at SHMC and facilitates the seeking of solutions to these issues.

Safety Committee meets monthly to discuss and problem-solve safety issues at SHMC.

Please contact your local unit representative or officers if you are interested in any of these positions! If you wish to run for office, you will need a consent-to-serve form from your local unit. We would love to see and hear from more of you!



Would you like to be involved but are not sure if you are ready to run for an office?

Be a floor representative! Facilitate communication within your unit and share new information as it comes out. Meet with other floor representatives and share issues and solutions. Be a contact for your local unit officers and representative to disseminate new information.

Do you want to help but still not sure about commitment?

There are many opportunities to assist officers and your local unit in small ways that make a HUGE difference. You can assist with new employee orientation, investigation meetings,

grievances, and many types of information sharing. New Employee Orientation is every 2 weeks and a short 20-30 minutes at new employee orientation. Training/orientation to assisting will be provided. This is a great way to make yourself more familiar with your workplace and your contract!

Talk to you local unit representative, local unit officers or call Voice-tel if you are interested or simply would like more information on any of these positions.

Up Coming Events

February 4, 2008

**WSNA Nurse Legislative Day
Olympia, WA**

May 6, 2008

**WSNA Centennial and Hall of
Fame Gala
Seattle, WA**