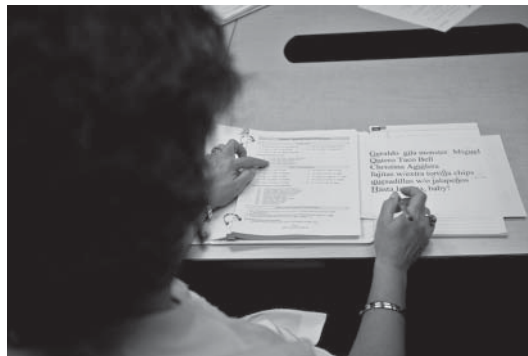


# PROGRESSIONS

Huntsville Hospital's Corporate University  
May 2010 - September 2010 Class Catalog



May 2010 - September 2010

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.  
*Thank you for your interest in these course offerings.*

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## CLINICAL EXCELLENCE

### 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 Number: CE20050509  
 Instructor: Gwenda Guerin  
 Dates and Times: June 22; Aug. 17 - 8:00 a.m. to 3:00 p.m.  
 Contact Hours: Nursing 7.2  
 Non-Employee Cost: \$100

### Accessing Peripheral and Central Lines

This course teaches advanced IV techniques including 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 Number: CE20470909  
 Instructor: Gwenda Guerin  
 Dates and Times: May 25; July 20; Sept. 14 - 8:30 a.m. to 11:30 a.m.  
 Contact Hours: Nursing 3.5  
 Non-Employee Cost: \$35

### 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 Huntsville Hospital employees only.

Course Number: CE21760410  
 Instructor: Kristie Campbell or designee  
 Dates and Times: May 7; June 11, 25; July 9, 23; Aug. 13; Sept. 10 - 9:45 a.m. to 12:00 p.m.  
 Contact Hours: Nursing 1.5

### POC Glucometer Certification

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

Course Number: LAB2591208  
 Instructor: Kristie Campbell  
 Dates and Times: May 4; June 2, 15, 29; July 13; Aug. 10; Sept. 8 - 12:45 p.m. to 2:00 p.m.  
 Hours: 1.25

### Phlebotomy Training

This mandatory class provides Phlebotomy Training for hospital personnel (RNs, LPNs, PCTs and other Huntsville Hospital employees only) responsible for collecting blood samples in accordance with the Clinical Laboratory Services Policies and Procedures. This class is not open to employees whose job duties do not include phlebotomy.

Course Number: LAB2561108  
 Instructor: Jennifer Lyon  
 Dates and Times: May 7; June 11, 25; July 9, 23; Aug. 13; Sept. 10 - 8:00 a.m. to 9:30 a.m.  
 Hours: 1.5

### Basic EKG (Taming the Cardiac Monitor)

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 Number: CE18921108  
 Instructor: Gayle Stinnett  
 Date and Time: July 20; Sept. 2 - 8:30 a.m. to 11:30 a.m.  
 Contact Hours: Nursing 3.6; R.T. 3.6  
 Non-Employee Cost: \$40

### 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 Number: CE19470109  
 Contact Hours: Nursing 2.4  
 Instructor: Kristie Campbell  
 Dates and Times: May. 6; June 10, 24; July 8, 22; Aug. 12; Sept. 9 - 8:00 a.m. to 10:00 a.m.

### 2010-2011 UPCOMING EVENTS\*

June 26	Gastroenterology Conference
July 17	Pulmonary Conference
July 31	Sports Medicine Conference
August 7	Wound Conference
August 21	Oncology Conference
Sept. 30-Oct. 1	Breastfeeding/Perinatal Conference
October 15	Infection Disease Conference
November 5	Diabetes Conference
February 12	Rheumatology Conference
February 19	Cardiology Update
April 15	SACPR Conference

*\*Information is subject to change.*

For more information, call 256-265-8025.

### 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 Number: CE21800410  
 Instructor: Mike West  
 Date and Time: July 16 - 8:00 a.m. to 12:00 p.m.  
 Contact Hours: Nursing 4.8 ; R.T 4.8  
 Non-Employee Cost: \$50

### Removal of Arterial and/or Venous Sheaths

This course will show the proper technique, procedure of removal of arterial and venous sheaths and groin management. For Huntsville Hospital employees only. If you have any questions, email J. Fortenberry at [james007@hhsys.org](mailto:james007@hhsys.org).

Course Number: CE20520909  
 Instructor: Jamie Fortenberry  
 Dates and Times: May 19; June 30; Aug. 4 - 9:00 a.m. to 11:30 a.m.  
 Contact Hours: Nursing 2.4

### 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. This class is for Huntsville Hospital employees only. If you have any questions, contact Jamie Fortenberry at [james007@hhsys.org](mailto:james007@hhsys.org).

Course Number: CE19960409  
 Instructor: Jamie Fortenberry  
 Dates and Times: May 18; June 29; Aug. 3 - 9:00 a.m. to 11:30 a.m.  
 Contact Hours: Nursing 2.4

### IABP: Theory Set-Up and Troubleshooting

Theory set-up and troubleshooting for the I.A.B.P. This class is for Huntsville Hospital employees only. If you have any questions, contact Jamie Fortenberry at [james007@hhsys.org](mailto:james007@hhsys.org).

Course Number: AACN0012721  
 Instructor: Wally Kinsman  
 Date and Time: May 10; Aug. 9 - 9:00 a.m. to 1:00 p.m.  
 Contact Hours: Nursing 4.0

### PBDS Clinical Coaching

Performance Based Development System (PBDS) Clinical Coach Training Sessions will enable the participant to: 1) Individualize orientation/development based on PBDS assessments results; 2) Use coaching/development strategies versus show/tell traditional approaches; 3) Evaluate and document orientee's progress toward meeting competency expectations; 4) Manage the relationship of coach and orientee. For Huntsville Hospital employees only.

Course Number: CE19210109  
 Instructors: D. Everett, W. Cantrell, B. Buchmann  
 Dates and Times: May 27 - 7:45 a.m. to 12:00 p.m.  
 Contact Hours: Nursing 5.7

### PBDS Clinical Coaching Refresher

Performance Based Development System (PBDS) refresher session will be a brief review of the basic elements of the initial course. The participant will learn how to: 1) Improve the mentoring relationship, 2) Learn the 4 phases of reality shock for the new RN/LPN, 3) Discuss domains of learning and 4) Give feedback painlessly. For Huntsville Hospital employees only.

Course Number: CE21530310  
 Instructors: D. Everett, W. Cantrell  
 Date and Time: May 20 - 7:45 a.m. to 10:15 a.m.  
 Contact Hours: Nursing 2.2  
 Prerequisite: PBDS coaching

### Tubes & Drains "OH MY!"

This class reviews different tubes and drains, as well as some troubleshooting and documentation tips. These tubes and drains include nasogastric, ND, gastrostomy, G-J, chest tubes, Hemovac, Jackson-Pratt, Penrose, Truclose, Wound Vacs, BMS, foley catheters, coude catheters, epidural catheters, and trach tubes.

Course Number: CE19990409  
 Instructor: Gayle Stinnett  
 Dates & Times: July 15 - 7:30 a.m. to 8:30 a.m.  
 July 15 - 1:00 p.m. to 2:00 p.m.  
 Contact Hours: Nursing 1.2  
 Non-Employee Cost: \$15

**New Course**

### Trauma Nursing Core Course - Provider

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 call Christy Plemons, RN, at 265-3372.

Course Number: TBA  
 Instructor: Marti Najjar  
 Dates and Times: June 16 & 17; Sept. 14 & 15 - 7:30 a.m. to 5:00 p.m.  
 Contact Hours: Nursing 14.4  
 Employee Cost: \$175 (RN); \$150 (LPN & EMT)  
 Non-Employee Cost: \$255 (RN - Non-ENA member); \$190 (RN-ENA member); \$150 (LPN & EMT)  
 Comments: TNCC renewal must be completed every 4 years

### AWHONN's Intermediate Fetal Heart Monitoring (FHM)

This workshop focuses on applying theory and skills in intrapartum nursing practice at an advanced level. Day One: Participants analyze case studies and use a physiologic-based approach to interpret fetal monitoring data. Day Two: The skills session offers demonstration, practice and testing of skills in auscultation, Leopold's Maneuvers, inserting and placement of an intrauterine pressure catheter and fetal spiral electrode, interpretation of tracings, identification of nursing interventions, communication, and documentation. To register, please contact Shari Crowe, RN at 256-265-2474.

Course Number: TBD (awarded by AWHONN)  
 Instructor: Shari Crowe  
 Dates and Times: Aug. 26 & 27 -  
 1st day - 7:30 a.m. to 3:30 p.m.;  
 2nd day - 9:00 a.m. to 5:00 p.m.  
 Prerequisites: A minimum of six months clinical nursing experience using fetal heart rate monitoring technology in an intrapartum setting is required.  
 Contact Hours: Nursing 18.3  
 Employee Cost: \$225 (including textbook)  
 Non-Employee Cost: \$275 (including textbook)

### PATIENT CARE AIDE COURSE



This 2-day course covers basic training necessary to meet the job expectations for new employees in Tech or PCA roles that have no experience, or employee 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 (nursing assistants). This class is reserved for Huntsville Hospital employees only.

Course Number: TBD  
 Instructors: G. Stinnett, B. Buchmann  
 Dates & Times: May 5 & 6; Aug. 11 & 12 - First day = 8:00 a.m. to 4:30 p.m. and second day = 8:00 a.m. to 12:00 p.m.  
 Hours: 16.0

### AWHONN's Advanced FHM

The content presented in this class builds on the essential knowledge and skills gained through the Intermediate Class. The advanced course uses a case study approach focusing on the analysis of complicated FHM patterns/ characteristics and related case information. To register, please contact Shari Crowe at 256-265-2474.

Course Number: TBD (awarded by AWHONN)  
 Instructor: Shari Crowe  
 Date & Time: Sept. 21 - 8:00 a.m. to 5:00 p.m.  
 Prerequisites: AWHONN Intermediate FHM  
 Contact Hours: Nursing 11.9  
 Employee Cost: \$175 (including textbook)  
 Non-Employee Cost: \$225 (including textbook)



**The Joint Commission**

## UPDATES

This course will provide Huntsville Hospital employees with the latest Joint Commission information. There is no need to register to attend the class.

Course Number: CE18771008  
 Dates and Times: May 10; June 14; July 12; Aug. 9; Sept. 13 from 3:00 p.m. to 4:00 p.m.  
 May 27; June 24; July 22; Aug. 26; Sept. 23 from 9:00 a.m. to 10:00 a.m.  
 Contact Hours: Nursing 1.2; R.T. 1.2  
 For more information, contact Robbin McCord at [robbin.mccord@hhsys.org](mailto:robbin.mccord@hhsys.org).

## Topics of Patient Management

### Rapid Sequence Intubation & Procedural Sedation Analgesia

This course covers the anatomy and physiology, pharmacology, and hospital policy and procedure relating to rapid sequence intubation (RSI) and procedural sedation. Class for Huntsville Hospital employees.

Course Number: CE19091208

Instructor: C. Plemons

Dates and Times: May 15; Sept. 23 - 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 4.8

### Cardiac Module - Basic & Advanced

The Cardiac Module consists of two parts; Chest Pain/Congestive Heart Failure and 12-Lead EKGs. To register, contact Alicia Pettis at [aliciap@hhsys.org](mailto:aliciap@hhsys.org).

Course Number: CE21820410/21810410

Instructors: Alicia Pettis, Tom Edwards

Dates and Times: May 18; July 2; Aug. 20 - 8:00 a.m. to 12:30 p.m.

Contact Hours: Nursing 2.4 for each session

Non-Employee Cost: \$50

### 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, troubleshooting, set-up and insertion of PA-catheter and, aseptic technique for interventional procedures. To register, contact Joan Wofford at [joaniew@hhsys.org](mailto:joaniew@hhsys.org).

Course Number: CE20080509

Instructor: Joanie Wofford

Dates and Times: May 20; July 1; Aug. 12; Sept. 23 - 8:00 a.m. to 11:00 a.m.

Contact Hours: Nursing 3.3, R.T. 3.3

Non-Employee Cost: \$30

### Shock-Trauma Critical Care Module

This course defines and describes the different types of shock, discusses a case study of a patient with Multiple Organ Failure, and reviews the trauma triad of death through a case study. To register, contact Gennifer Baker at 265-6883.

Course Number: CE18941208

Instructors: G. Baker; G. Llewellyn;

S. Chance-Sirmones

Dates and Times: June 10; July 22; Sept. 2 - 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 4.2, R.T. 4.2

Non-Employee Cost: \$50

### 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.

Course Number: CE21171109

Instructor: Geneva Llewellyn

Dates and Times: June 3; July 6; Aug. 17; Sept. 28 - 8:00 a.m. to 10:00 a.m.

Contact Hours: Nursing 2.4

Non-Employee Cost: \$25

### Neurology Module-Advanced

The first 2 hours of this class will be Neurology-Basic. The second half of the class will focus on neuro traumatic injuries including head and spinal injuries. Also, care of patients with increased intracranial pressure (ICP) and ICP monitoring will be discussed.

Course Number: CE21161109

Instructor: Geneva Llewellyn

Dates and Times: June 3; July 6; Aug. 17; Sept. 28 - 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 4.5

Non-Employee Cost: \$50

### Pulmonary Module

The first part of this course will cover pulmonary A & P, respiratory assessment, diseases, interventions and treatment. The second part of the course will cover ventilator management and the SAP protocol. For Huntsville Hospital employees only.

Course Number: CE21141109/21151109

Instructor: Dawn Webster

Dates and Times: May 12; June 23; July 28; Sept. 22 -

Basic = 8:00 a.m. to 10:20 a.m.

Basic & Advanced = 8:00 a.m. to 12:00 p.m.

Contact Hours: Basic only - Nursing 2.5; R.T. 2.5 and Basic & Advanced Nursing 4.3; R.T. 4.3

### GI, Renal and Diabetes Module

The class will review disorders of the GI system through case studies, disorders of the kidney through patient scenarios, as well as clinical diabetes situations.

Course Number: CE19280109

Instructors: K. Anderson, S. Morgan

Dates and Times: May 27; July 1; Aug. 19; Sept. 30 - 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 4.0

## AMERICAN HEART ASSOCIATION TRAINING

The American Heart Association (AHA) strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA, and any fees charges for such a course do not represent income to the AHA. In order to receive Continuing Education credits for AHA classes, each participant has to enter their own credit at the Board of Nursing.

### Advanced Cardiac Life Support (ACLS)

#### 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.

Course Number: ACLS-200 with BLS

Dates and Times: May 13 & 14; Sept. 16 & 17 - Day 1= 8:00 a.m. to 5:00 p.m. and

Day 2= 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 11; R.T. 11

Employee Cost: \$60 / Non-Employee Cost: \$160

#### 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 Number: CE21850410

Instructors: G. Llewellyn, G. Stinnett

Date and Time: May 3; Sept. 7 - 8:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 4.8, R.T. 4.8, ASNA 4.0;

ASNA Pharmacology 1.0

Non-Employee Cost: \$40

### Advanced Trauma Life Support (ATLS)

#### ATLS Certification

The ATLS 2-day course provides a framework for the management of the injured patient. The target audience is doctors in hospitals emergency settings with a training focus on effectively assessing and managing multiple trauma patients. This class is reserved to physicians only. To register, email Will Brewer at [willard.brewer@hhsys.org](mailto:willard.brewer@hhsys.org).

Course Number: MD00041209

Instructor: Dr. Najjar

Dates and Times: July 29 & 30 - 7:30 a.m. to 6:00 p.m.

Contact Hours: 19

Employee Cost: \$750

Non-Employee Cost: \$750

## American Heart Reminders

**RENEW BEFORE EXPIRATION!** Remember to renew your ACLS, BLS and PALS certifications BEFORE they expire! Check your cards now, and schedule renewal classes 60-90 days in advance. **BRING YOUR CARD TO CLASS.**

Don't forget, you **MUST** bring old cards or proof of current certification to participate in an American Heart recertification class.

## AHA HEART CODE SYSTEM

Corporate University offers this excellent tool — a computerized, self-paced learning experience that, when completed, results in an AHA ACLS or PALS card for renewal purposes.

Students have the possibility to demonstrate BLS Skills and take the exam to renew their BLS certification.



### ACLS HeartCode System

This course for the healthcare professional covers adult cardiovascular arrhythmia recognition, brain attacks, cardiovascular drug therapy, airway management skills, shock therapy, and AED skills. An orientation to the Heartcode System will begin followed by the testing session. *If students are unable to complete their testing, the instructor will register them for another testing session-- within 2 weeks of this class.* If you have any questions, contact Will Brewer at [willard.brewer@hhsys.org](mailto:willard.brewer@hhsys.org).

Course Number: ACLS-400

Instructors: W. Brewer, D. Everett, G. Stinnett

Dates and Times: May 3, 4, 5, 6, 10, 11, 12, 17, 18, 19, 20, 24, 25, 26, 27; June 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17; July 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29; Aug. 2, 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, 25, 26, 30, 31 - 8:00 a.m. to 3:00 p.m.

Hours: 7.0

Supplies: \$20 (Handbook) and/or \$40 (Textbook)

Employee Cost (if not covered by unit): \$125 + Supplies

Non-Employee Cost: \$180 + Supplies

\$200 + Supplies (if BLS certification is included)

### PALS HeartCode System

This course for the healthcare professional covers pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills, shock therapy and other skills. If you have any questions, email Will Brewer at [willard.brewer@hhsys.org](mailto:willard.brewer@hhsys.org).

**Don't forget to complete the PALS pre-test in NetLearning before coming to class.**

Course Number: PALS-400 with BLS renewal

Instructor: Will Brewer

Dates and Times: June 4 & 11; July 2, 9; Sept. 3, 10 - 8:00 a.m. to 3:00 p.m.

Hours: 7.0

Employee Cost: (if not covered by unit): \$125 +

Supplies \$20 (Handbook) and/or \$40 (Textbook)

Non-Employee Cost: \$180 + Supplies

\$200 + Supplies (if BLS certification is included)

Comments: *In order to receive credits for AHA classes, each student will have to enter the information into their own transcript on the ABN website. For more details about the ABN guidelines, go to [Pulse/NetLearning/OnlineReviews](#).*

### AHA BLS Healthcare Provider

This course for the healthcare professional covers Adult, Child and Infant CPR, barrier device skills, and AED skills. First Aid is not offered within this course.

Course Number: BLS02

Instructor: David Freeman, Bruce Askins

Dates and Times: May 1, 8, 14, 15, 23, 28; June 11, 12, 19, 25; July 9, 10, 17, 24, 31- 7:45 a.m. to 5:00 p.m.

Hours: 8.0

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

Comments: *All slots not filled 15 minutes after the class start time, will be fill by walk-ins on a first-come, first-serve basis.*

### AHA BLS Healthcare Provider Renewal

This course for the healthcare professional covers Adult, Child, and Infant CPR, barrier device and AED skills. Participant must bring a non-expired HCP card for entry into the class. Student sign-up for one of the morning skills challenge class and need to pass written and skills examination without viewing video course materials. If the participant do not pass, he/she will be required to sign up for the 4-hour class.

Course Number: BLS01

Instructor: David Freeman

Dates and Times: SKILLS CHALLENGE MORNING

- May 12, 19, 26; June 9, 16, 30; July 7, 21, 28; Aug. 11, 18, 25; Sept. 1, 8, 29 - 7:45 to 9:00 a.m.

May 12, 19, 26; June 9, 16, 30; July 7, 21, 28;

Aug. 11, 18, 25; Sept. 1, 8, 29 - 8:45 to 10:00 a.m.

May 12, 19, 26; June 9, 16, 30; July 7, 21, 28;

Aug. 11, 18, 25; Sept. 1, 8, 29 - 9:45 to 11:00 a.m.

SKILLS CHALLENGE AFTERNOON - May 12, 19; June

9, 16; July 7, 21; Aug. 11, 18; Sept. 1, 8 - 12:45

p.m. to 2:00 p.m.

May 12, 19; June 9, 16; July 7, 21; Aug. 11, 18;

Sept. 1, 8 - 1:45 to 3:00 p.m.

May 12, 19; June 9, 16; July 7, 21; Aug. 11, 18;

Sept. 1, 8 - 2:45 p.m. to 4:00 p.m.

Afternoon Class: May 26; June 30; July 28; Aug.

25; Sept. 29 - 12:45 p.m. to 5:00 p.m.

Evening Class: May 3; July 12; Sept. 6 - 4:45 to 9:30 p.m.

Non-Employee Cost: \$35

Comment: *Course material review is available at [huntsvillehospital.org/Education&Events](http://huntsvillehospital.org/Education&Events)*

## Basic Life Support (BLS)

### AHA BLS Heartsaver First Aid Class

This course teaches emergency choking measures for an adult victim, and emergency first aid skills.

Course Number: BLS05

Instructor: David Freeman, Bruce Askins

Date & Time: June 24; Sept. 16 - 5:45 p.m. to 10:00 p.m.

Hours: 4.0

Employee Cost: \$45

Non-Employee Cost: \$50

### AHA BLS Heartsaver Pediatric First Aid CPR/AED

This course teaches how to manage illness and injuries in a child in the first few minutes until professional help arrives.

Course Number: BLS05.5

Instructor: David Freeman, Bruce Askins

Date & Time: Sept. 18 - 7:45 a.m. to 5:30 p.m.

Hours: 8.0

Employee Cost: \$55

Non-Employee Cost: \$70

### AHA BLS Heartsaver Adult/Child AED

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

Course Number: BLS06

Instructors: D. Freeman, B. Askins

Dates and Times: May 13; July 22; Aug. 19 - 4:45 p.m. to 10:00 p.m.

Hours: 5.0

Non-Employee Cost: \$50

## PROFESSIONAL DEVELOPMENT

### Skill Development

#### Speedy Spanish for Healthcare -

##### Beginner

This course is designed to enable all healthcare workers to respond more effectively to the needs of Spanish-speaking patients. It provides a quick introduction to the Spanish language and to cultural sensitivity training. The trainer is a certified Command Spanish instructor of occupational Spanish.

Course Number: CE19840309

Instructor: Sharon Gartrell

Dates and Times: May 12; June 4, 10, 15; July 8; Aug. 13, 26; Sept. 10 - 8:30 a.m. to 1:00 p.m.

Contact Hours: Nursing; R.T. 4.8

Supplies: \$35 (textbook)

Non-Employee Cost: \$50 + book

Comments: *Customized, unit-specific classes are available on request. It is possible to purchase a unit or departmental copy of the text book.*

#### Speedy Spanish for Healthcare -

##### Practice & Review

This course reinforces material learned in the Speedy Spanish beginner course and continues to build proficiency and confidence in communicating with Spanish-speaking patients. Prerequisite: Speedy Spanish Beginner course.

Course Number: CE20450909

Instructor: Sharon Gartrell

Dates and Times: May 18; July 22; Sept. 22 - 8:30 a.m. to 1:00 p.m.

Contact Hours: Nursing 4.8; R.T. 4.8

Non-Employee Cost: \$50 + \$35 (textbook)

Comments: *Customized, unit-specific classes are available on request. It is possible to purchase a unit or departmental copy of the text book.*

### Computer Courses

#### NetManager Reports Training

This class covers advanced management features within NetManager software. Topics include: advanced reporting options, curriculum development, curriculum reporting, cycling classes and other management issues. This course is tailored for NetManager SuperUsers, and open to Huntsville Hospital employees only.

Course Number: CU7090409

Instructor: Cindy Fafard

Dates and Times: July 21 - 10:00 a.m. to 11:30 a.m.

May 11; Sept. 9 - 1:00 p.m. to 2:30 p.m.

Hours: 1.5

Comments: *One-on-one customized class by appointment*

#### Basic Keyboarding

This course helps employees develop and learn the basic keystrokes and functions of a computer keyboard. Some of the topics include proper hand placement, keying techniques, and speed and accuracy. For Huntsville Hospital employees only.

Course Number: CU7110509

Instructor: Beth Wester

Dates and Times: May 5; June 3; July 21; Aug. 8; Sept. 14 - 2:00 p.m. to 4:00 p.m.

Hours: 2.0

#### Microsoft Word

Topics covered in this class include: toolbars, menus, formatting, page set-up and proofing tools, advanced formatting tools, tables, drawing tools, and mail merge capabilities. For Huntsville Hospital employees only.

Course Number: CU7451209

Instructor: Beth Wester

Date and Time: May 12; Sept. 2 - 1:00 p.m. to 3:00 p.m.

Hours: 2.0

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

#### Microsoft Access - Basic

This course provides a basic overview of Microsoft® Access by introducing its structure and benefits. Some of the topics covered include: database vs. list, tables, fields, records, primary keys and objects. Open to Huntsville Hospital employees only.

Course Number: CU6761008

Instructor: Beth Wester

Date and Time: Aug. 10 - 1:00 to 3:00 p.m.

Hours: 2.0

*Prerequisite: Must have taken Excel or be familiar with Access Software.*

#### Microsoft Excel

The objective of this course is to introduce employees to the basic worksheet environment in Excel, and cover the value of using an electronic spreadsheet and will also introduce functions, and capabilities of Excel. Topics covered in this class include: toolbars, menus, using a worksheet, formatting a worksheet, basic formulas and functions, formatting cells, core functions, data manipulation, and charting. Course is open to HH employees only.

Course Number: CU7461209

Instructor: Beth Wester

Date and Time: July 13 - 1:00 p.m. to 4:00 p.m.

Hours: 3.0

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

#### Microsoft PowerPoint

Some of the topics covered include: toolbars, menu, building a presentation, creating a template, editing the master, guides, formatting, drawing tools, and printing capabilities, presentation tips, advanced formatting, working with embedded objects, slide animations, using multi-media materials, tables and organizational charts. Course is open to HH employees only.

Course Number: CU7471209

Instructor: Beth Wester

Date and Time: June 8 - 1:00 to 4:00 p.m.

Hours: 3.0

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

### Management Skills

#### 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. Q&A on JobScience is included. This course is for Huntsville Hospital managers.

Course Number: CE22040410

Instructor: Beverly Burke

Date and Time: July 7 - 9:00 a.m. to 11:00 a.m.

Contact Hours: Nursing 2.4; S.W. 2.0

#### Top Employment Law Traps for

##### Managers

This lecture and video course covers major employment law issues impacting management practices. Some of these include: FMLA, Fair Labor Standards Act, Workman's Compensation, Civil Rights Acts, Harassment, Uniformed Services Employment & Re-employment Rights. For Huntsville Hospital managers only.

Course Number: CE22050410

Instructor: Connie Poole

Date and Time: Sept. 23 - 9:00 a.m. to 12:00 p.m.

Contact Hours: Nursing 3.6

#### Practical Supervision and

##### Performance Coaching

This course focuses on providing supervisory skills and management tools needed for solving problems, getting the best performance from employees and achieving objectives. This course is for Huntsville Hospital Department Head and Front Line Supervisors only.

Course Number: CE22030410

Instructor: Cynthia Traylor

Date and Time: Aug. 19 - 9:00 a.m. to 10:30 a.m.

Contact Hours: Nursing/R.T. 1.8; S.W./ASNA 1.5; Pharmacy/Rad. Tech. 1.5

## Personal Development

### Understanding Social Security

Representatives from the Huntsville office of the Social Security Administration be present to help employees gain a greater understanding of Medicare and retirement benefits and become familiar with online capabilities and electronic features. This course is for Huntsville Hospital Employees only.

Course Number: CU7270909  
 Instructor: Diana Paul, *Social Security Administration*  
 Date and Time: Aug. 19 - 8:00 a.m. to 9:00 a.m.  
 Aug. 18 - 2:00 p.m. to 3:00 p.m.  
 Hours: 1.0

### Workplace Professionalism

The way you interact with others leaves a lasting impression, and effective communication skills and professionalism are the key. This course offers practical tips and guidelines for working at the highest level of professionalism.

Course Number: CE21920410  
 Instructor: Lydia Cole  
 Dates and Times: July 14; Aug. 11; Sept. 16 - 9:00 a.m. to 10:00 a.m.  
 June 3 - 1:00 p.m. to 2:30 p.m.  
 Contact Hours: Nursing 1.8; S.W. 1.5  
 Non-Employee Cost: \$15

### 7 Habits of Highly Effective People in Healthcare

Highlights from this #1 best-seller can profoundly impact your life. During this interactive class, participants will examine their personal and work effectiveness. The 7 habits offer a framework to increase effectiveness resulting in personal & interpersonal growth & development.

Course Number: CE21930410  
 Instructor: Lydia Cole  
 Dates and Times: June 15, Aug. 18 - 9:00 a.m. to 11:00 a.m.  
 Sept. 9 - 1:00 p.m. to 3:00 p.m.  
 Contact Hours: Nursing 2.4  
 Non-Employee Cost: \$20

### Telephone Courtesy

This course is designed for anyone who interacts with people over the phone, regardless of their position within the hospital. Whoever answers the phone at Huntsville Hospital is the Hospital to the caller and this first telephone interaction is extremely important. This course is for Huntsville Hospital employees only.

Course Number: CE20040409  
 Instructor: Lydia Cole  
 Date and Time: July 7 - 1:00 p.m. to 2:00 p.m.  
 Contact Hours: Nursing 1.2

### Personality Style Indicator (PSI) with Job Style Assessment

This course is for employees, managers, and directors interested in identifying their personal strengths and learning how personal styles impact communication. The participant will assess their style and learn how a person's behavior affects organizational functioning. The Job Style Assessment will compare your personal style with your current job to identify strengths and weaknesses for improvement, team development and career planning.

Course Number: CE19001208  
 Instructors: B. Wester; C. Fafard;  
 B. Buchmann  
 Date and Time: June 3; July 20; Sept. 9 - 8:00 to 11:30 a.m.  
 Contact Hours: Nursing 4.2  
 Non-Employee Cost: \$75 (*Supplies included*)

### 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 Number: TBD  
 Instructor: Marie Hodges  
 Date and Time: May 20; Aug. 11 - 12:00 p.m. to 1:00 p.m.  
 Contact Hour: Nursing TBD  
 Non-Employee Cost: \$15

### Stress Management

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

Course Number: CE20200509  
 Instructor: Marie Hodges  
 Date and Time: July 12 - 12:00 p.m. to 1:00 p.m.  
 Contact Hours: Nursing 1.0; S.W. 1.0  
 Non-Employee Cost: \$15

### Job Stress & Burnout

This course utilizes a self-test to identify if the participant may have one of these problems, and reviews ways a person can become "stress hardy" and learn to cope with burnout.

Course Number: CE20180509  
 Instructor: Marie Hodges  
 Date and Time: June 8 - 12:00 to 1:00 p.m.  
 Contact Hours: Nursing 1.0  
 Non-Employee Cost: \$15

### Understanding Depression

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

Course Number: CE20190509  
 Instructor: Marie Hodges  
 Date and Time: Sept. 14 - 12:00 p.m. to 1:00 p.m.  
 Contact Hours: Nursing 1.0  
 Non-Employee Cost: \$15

## Power of Excellence TRAINING




**New Course**

### YOU MAKE THE DIFFERENCE

This class is required for all employees at Huntsville Hospital. The focus is on each employee's responsibility in taking our service culture from good to great.

Course Number: CE21221209  
 Instructors: Lydia Cole and Pat Jackson  
 Contact Hours: Nursing 3.6; S.W. 3.0; NAHUC 3.6; R.T. 3.5  
 Dates and Times: From 8:00 a.m. to 11:00 a.m - July 6; Aug. 3; Sept. 21  
 From 8:30 a.m. to 11:30 a.m - May 5, 12; June 2, 9, 24; July 15; Aug. 25;  
 Sept. 2  
 From 1:00 p.m. to 4:00 p.m. - May 20; June 24; July 22; Aug. 19; Sept. 28

### POWER BOOST

A follow-up to "You Make The Difference". It is designed to reaffirm the importance and methods to deliver great customer service.

Course Number: CE21260110  
 Instructors: Lydia Cole, Pat Jackson, and Lynn Lee  
 Contact Hours: TBA  
 Dates and Times: From 8:30 a.m. to 10:45 a.m - May 7, 11, 17, 18, 19, 25;  
 June 3, 7, 10, 11, 21, 22, 30; July 1, 7, 13, 21; Aug. 10, 12, 13, 26, 31; Sept. 8,  
 23, 29  
 From 1:00 p.m. to 3:15 p.m. - May 4, 27; June 8; July 8, 20, 27; Aug. 17, 24;  
 Sept. 14, 22, 30

## ABOUT CORPORATE UNIVERSITY

### HOW TO REGISTER FOR CLASSES/CONFERENCES

**In Person:** Huntsville Hospital's Corporate University at the Dowdle Center: 109 Governors Drive, SW Huntsville, AL  
Office Hours: Mon-Fri, 7am-5pm **By Phone:** 256-265-8025

**In Phone:** Using Visa/Mastercard/American Express/Discover

### HOW TO CONTACT US

Corporate University is located at 109 Governors Drive, SW Huntsville, AL 35801  
phone: 256-265-8025 fax: 256-265-9417

**By Mail:** Huntsville Hospital's Corporate University P.O. Box 1167 Huntsville, AL 35807

### PARKING

Corporate University's guest parking is located at the corner of Harvard Street and Longwood Drive.

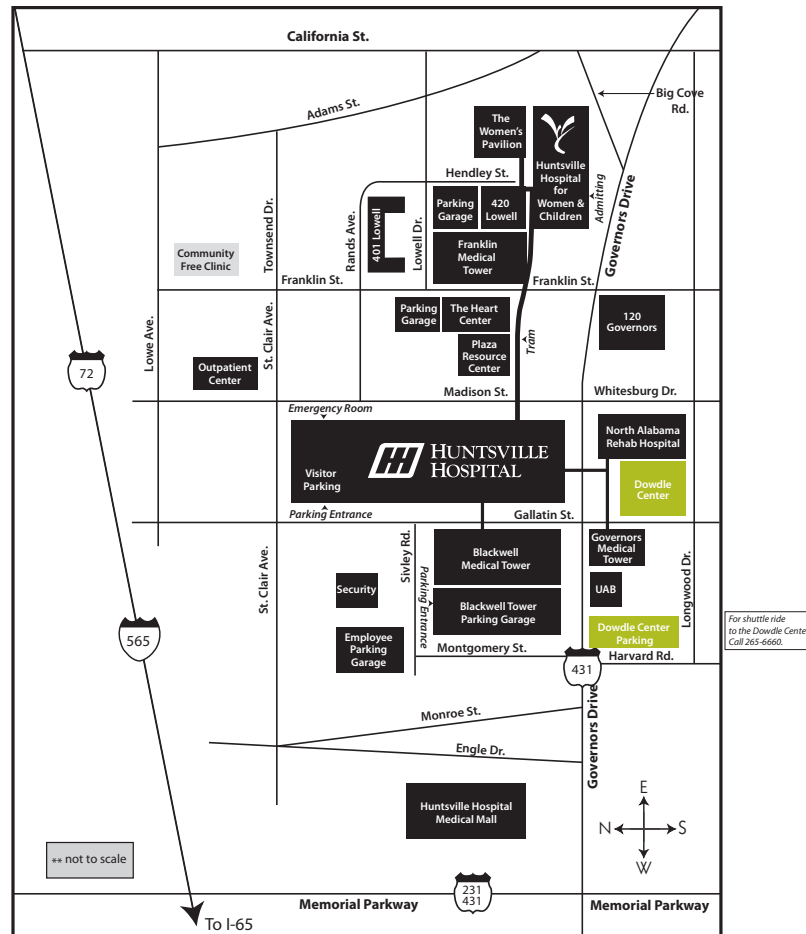
### REFUNDS

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 send to the address provided at the time of registration.

### FACILITY RENTAL

If you are interested in renting space in our facility, please call 256.265.6023, or email at [sharon.darty@hhsys.org](mailto:sharon.darty@hhsys.org).

Huntsville Hospital  
Campus



For more information, please see our website at [www.huntsvillehospital.org](http://www.huntsvillehospital.org) under Education & Events.



This document was printed with vegetable/soy-based ink on Evergreen 50/50, manufactured with 50% bamboo fibers and 50% post-consumer fibers.