

# the Weekly Memo

keeping KAHl connected

january 13 - 19, 2019

*"I recognize, value, and respect the diverse cultural background of our community."*

Standard Behavior of the Week - Commitment to Growth

## ON THE COVER

employee assistance  
program 2/1  
page 2

## WHAT'S INSIDE

announcements  
kahi t-shirts!  
page 3

training & education  
1st quarter healthstream  
book club 2019  
pages 4 - 5

facilities  
safe side of  
hazardous materials  
page 6

food services  
menu #1  
page 7

human resources  
job opportunities  
who's away?  
page 8

**COMING SOON**  
**February 1, 2019**

Employee Assistance Program  
(EAP)

**See page 2** for resources available through EAP that provides short-term problem resolution for you and your family in areas



**MISSION** Kāhi Mōhala is dedicated to improving the quality of life and restoring hope for individuals and families affected by mental illness. **VISION** Our vision is to be a psychiatric center of excellence, compassion and respect. **VALUES** Honesty and Integrity. Innovation. Teamwork. Excellence and Quality. Affordability. Compassion and Caring. Community Stewardship



## Sutter Health

### Sutter Employee Assistance Program



## Announcing a new Employee Benefit for 2019

Effective February 1, 2019, Kahi Mohala begins participating in Sutter Health's Employee Assistance Program (EAP).

Life is complex and sometimes unpredictable. Kahi Mohala understands this and, in partnership with Sutter Health, will begin providing you and your eligible family members valuable benefits through Sutter Health Employee Assistance Program, or EAP. This benefit is provided at no cost to you and offers a wide range of personal and professional services for you and your family.

Resources available to provide short-term problem resolution for you and your family in areas such as:

- Managing stress
- Overcoming loss
- Building communication skills
- Developing effective relationships
- Increasing productivity and motivation
- Managing life/career changes
- Addressing drug and alcohol use
- Expanding parenting skills
- Handling personal problems
- Improving the quality of your life

HR is in the process of scheduling informational meetings during the month of January for all employees.

Stay tuned for this announcement.

For more information regarding the intranet, contact:

**Jesse Lannon** at x2528 or [LannonJ@sutterhealth.org](mailto:LannonJ@sutterhealth.org)

# Kahi T-Shirts **New Colors**

**\$7.00** | *Limited supply*

## **Allstyle Brand**

4.3 oz., 100% combed ringspun cotton jersey. Double-needle sleeve and bottom hem. Preshrunk to minimize shrinkage.

Sizes: S - 3XL

**New color:** Dark Chocolate and Heather Coral Silk

**Re-ordered colors:** Black, Kelly Green, and Powder Blue

## **Payment Information:**

Cash, Credit Card or  
Check - Payable to: Kahi Mohala

**To purchase logo items,** please contact Shannon, Marketing Coordinator at x2805 or via email: [eberhas@sutterhealth.org](mailto:eberhas@sutterhealth.org)



# Staff Development and Training

## 1st Quarter Healthstream Modules (due 3/31/19)

- G20651 Acknowledgment of Standards for Business Conduct, 10th Version (31m)
- R2134 Emergency Preparedness (PA) (25m)
- R2671 HazCom and First Responder Awareness (PA) (30m)
- R2003 The Role of Cultural Competence, Diversity & Inclusion (6m)
- R2300 Reporting Abuse and Neglect - Kahi (20m)
- C2614 Preventing Hospital-Acquired Pneumonia SH (13m) select staff
- R2936 Sutter Health Financial Assistance Policy (15m) select staff
- F2697 Payment Card Industry (PCI): General Training (9m) select staff

## Upcoming Trainings

| CPI: Enroll in course C9005 via Healthstream |           |               | CPR: Enroll in course C9004 via Healthstream |           |               |
|----------------------------------------------|-----------|---------------|----------------------------------------------|-----------|---------------|
| Jan 21                                       | 1200-1600 | Large Conf Rm | Jan 24                                       | 1130-1430 | Large Conf Rm |
| Feb 07                                       | 1515-1915 | Lower Lounge  | Feb 06                                       | 1515-1815 | Lower Lounge  |
| Feb 23                                       | 0800-1200 | Large Conf Rm | Feb 27                                       | 1915-2215 | Lower Lounge  |
| Mar 01                                       | 1915-2315 | Lower Lounge  | Mar 07                                       | 0900-1200 | Large Conf Rm |
| Mar 18                                       | 1200-1600 | Large Conf Rm | Mar 17                                       | 1130-1430 | Large Conf Rm |
| Apr 04                                       | 1200-1600 | Large Conf Rm | Apr 04                                       | 0900-1200 | Large Conf Rm |

## Other Offered Trainings

### Computer Skills Lab

Is there anything that you wanted to learn to do on the computer? Just email [kmstaffdevelopment@sutter-health.org](mailto:kmstaffdevelopment@sutter-health.org) with your request of what you want to learn and we'll look into coordinating the training.

### Business Writing Skills

New books available to all staff who want a refresher on business communication skills. Make an appointment with Staff Development for a consultation.

### Resources

- To access Healthstream from home: [www.healthstream.com/HLC/sutterhealth.org](http://www.healthstream.com/HLC/sutterhealth.org)
- For Healthstream Support: Call the Sutter Health Employee Line: 5:00am-3:00pm (HST), 1-855-398-1631, enter option 3 for HR.

For more information regarding Staff Development & Training, contact:  
**Christine Loui** at x2562 or [matsuuc@sutterhealth.org](mailto:matsuuc@sutterhealth.org)

**Exciting news!** Are you interested in developing your communication skills when the stakes are high? Kahi will be doing a small **book club** in 2019.



## **We will start with the book, *Crucial Conversations*.**

*Crucial Conversations: Tools for Talking When Stakes are High* discusses how to handle disagreements and high-stakes communication. It is written on the premise that when you are stuck in any situation—whether it's at home or work—there is a crucial conversation keeping you from accomplishing the desired results. If you can learn to speak up in these crucial moments effectively, then you can accomplish the results you are after. The authors support this idea by referring to people who are considered influential by their peers and managers in their work and relationships. They studied successful communicators over a period of 25 years and concluded that what typically set them apart from the rest of the pack was their ability to deal with crucial conversations. They possess a skill-set that is easy to learn and allows them to face any situation with nearly anybody—no matter power, position, or authority.

We will likely meet one hour per week and the day and time will be based on several factors. At this point, we are just trying to see who may be interested to start planning.

Please email [Kmstaffdevelopment@sutterhealth.org](mailto:Kmstaffdevelopment@sutterhealth.org) if you are interested.

## **Inservice: Administration of Aristada** (long-acting injectable)



LAI's are helpful to medication management in the psychiatric patient population. Kahi Mohala has recently approved this drug as part of our formulary and it is important for all RN's to be comfortable with this new medication and how to administer it.

|                     |                                                                              |
|---------------------|------------------------------------------------------------------------------|
| Target Audience:    | Registered Nurses                                                            |
| Date/Time/Location: | January 14   2:00 pm, Ilima Group Rm<br>January 16   3:00 pm, Ilima Group Rm |

For more information regarding Staff Development & Training, contact:  
**Christine Loui** at x2562 or [matsuuc@sutterhealth.org](mailto:matsuuc@sutterhealth.org)

# RISK FILES | SAFETY NEWSLETTER

JANUARY 2019

## The Safe Side of Hazardous Materials

Hazardous Materials in our workplace pose many different risks. We have a commitment to our patients and our employees to ensure their safety at all times and we do this through our awareness of potential dangers, our careful handling of these materials and our continuous compliance with OSHA's Hazard Communications Standards. What can you do in your workplace to uphold our commitment to safety?

### Determine the Health Risk of Hazardous Materials Used in Your Area

- Read labels on all hazardous substances you work with. Labels alert users of potential safety concerns, identify precautions and the steps to take during emergencies
- Never remove the label of a hazardous substance
- Never place a chemical in an unlabeled container

### Know where to find the Safety Data Sheets (SDS)

- SDS's are required for all chemicals used within the workplace
- Our SDS library is maintained by 3E Protect and may be at any computer:

<https://www.3eonline.com/EeeOnlinePortal/DesktopDefault.aspx>



### Know What to Do in a Hazardous Materials Event

- Your top priority should be Safety Always First Everytime
- If you notice a spill the following acronym will help remind you of the actions to take,

**SIN:** S=Safety; I=Isolate; N=Notify.

- △ **Safety** Hazardous materials can be harmful to you, patients, visitors and other staff members. If you find yourself in a possible hazardous situation, maintain a positive safety attitude and take action only when safe to do so.
- △ **Isolate** and deny entry to the area - prevent exposure to and the spread of the hazardous material by keeping yourself and others at a safe distance.
- △ **Notify** use your facilities code system to announce the hazard i.e. **Code Orange** and notify your Supervisor.

Remember Sutter Safe: **S**afety **A**lways **F**irst, **E**very time!

# Gathering Place Cafe

## menu #1

|                    | Breakfast 7:00 - 8:30 a.m.                                                   | Lunch 11:30 a.m. - 1:00 p.m.                                                                                                                                                                                                                                     | Dinner 5:00 - 6:30 p.m.                                                                                                                            |
|--------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Daily</b>       | <b>Assorted</b> Dry Cereals, Muffins, Fresh Fruit, Toast, Beverages          | <b>Salad Bar</b> Assorted Dressings, Sandwiches, Desserts, Beverages                                                                                                                                                                                             | <b>Salad Bar</b> Assorted Dressings, Sandwiches, Desserts, Beverages                                                                               |
| 🌿 = Healthy Option |                                                                              |                                                                                                                                                                                                                                                                  |                                                                                                                                                    |
| <b>SUNDAY</b>      | <b>Entrée</b> Portuguese Sausage, Pancakes w/syrup, Rice                     | <b>Soup</b> Chicken Noodle<br><b>Entrée</b> Baked Ham, Cheese Tortellini with Marinara Sauce<br><b>Sides</b> Rice, Candied Yams, Broccoli and Garlic Bread                                                                                                       | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Veal Parmesan, Stir Fry Veggies with Tofu<br><b>Sides</b> Rice, Roasted Potatoes, Green Beans           |
| <b>MONDAY</b>      | <b>Entree</b> Oatmeal, Grilled Ham Slices, Fried Eggs, Rice                  | <b>Soup</b> Southwest Black Bean<br><b>Entrée</b> Savory Baked Chicken, Spinach Quiche<br><b>Sides</b> Rice, Mashed Potatoes, Gravy, Corn O'Brien, Three Bean Salad                                                                                              | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Country Fried Fish, Spaghetti and Walnuts<br><b>Sides</b> Rice, Mixed Vegetables                        |
| <b>TUESDAY</b>     | <b>Entrée</b> Cream of Wheat, Bacon, French Toast w/syrup, Rice              | <b>Soup</b> Egg Flower<br><b>Entrée</b> Peking Sweet & Sour Pork, Thai Fried Rice, Tofu Indonesian<br><b>Sides</b> Rice, Green Beans, Chinese Chicken Salad                                                                                                      | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Old Fashioned Beef Stew, Macaroni and Cheese<br><b>Sides</b> Rice, Cauliflower                          |
| <b>WEDNESDAY</b>   | <b>Entrée</b> Malt O'Meal, Scrambled Eggs w/ Ham, Tater Tots, Rice           | <b>Soup</b> Minestrone<br><b>Entrée</b> Assorted pastas w/Alfredo, Meat, or Marinara Sauce<br><b>Sides</b> Mixed Vegetable Blend, Caesar Salad, Garlic Bread                                                                                                     | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Taco Pie, Roasted Tofu, Potatoes O'Brien<br><b>Sides</b> Rice, Fried Cabbage                            |
| <b>THURSDAY</b>    | <b>Entrée</b> Oatmeal, Farmer's Omelet, Biscuit, Rice                        | <b>Soup</b> Chicken Gumbo<br><b>Entrée</b> Jambalaya, Grilled Veggie Burger w/Onions<br><b>Sides</b> Rice, Roasted Potatoes, Glazed Carrots, Roll, Veggie Salad                                                                                                  | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Thai Chicken Curry, Roasted Vegetables and Tofu<br><b>Sides</b> Rice, Peas & Mushrooms                  |
| <b>FRIDAY</b>      | <b>Entrée</b> Cream of Wheat, Sausage, Scrambled Eggs, Fried Rice, Fruit Bar | <b>Soup</b> Boston Clam Chowder<br><b>Entrée</b> Fried Chicken / Baked Chicken, Red Beans and Rice, Chicken Gravy<br><b>Sides</b> Rice, Mashed Potatoes, Collard Greens, Southern Style Green Beans, Black-eyed Peas w/Ham Hocks, Potato Salad, Cornbread Muffin | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Beef & Noodles, Cheese Pizza<br><b>Sides</b> Rice/Oven Browned Potatoes, Mixed Vegetables               |
| <b>SATURDAY</b>    | <b>Entrée</b> Malt O' Meal, Bacon, Eggs over medium, Rice                    | <b>Soup</b> Vegetable<br><b>Entrée</b> Chicken Katsu with Sauce, Three Bean Chili<br><b>Sides</b> Rice, Steamed Won Bok, Sweet & Sour Sauce                                                                                                                      | <b>Soup</b> Chef's Choice<br><b>Entrée</b> Roast Beef, Penne w/ Zucchini & Parmesan Walnut<br><b>Sides</b> Rice, Mashed Potatoes, Gravy, Succotash |



# JOB OPPORTUNITIES

For all interested applicants and for further information, please visit:

<https://jobs.sutterhealth.org/>



Full-time (FT) Part-time (PT) Call-in (CI)

- Case Manager FT
- Cook CI
- Food Service Worker PT
- Housekeeper CI
- Mental Health Specialist FT / PT / CI
- Nurse Manager Child & Adolescent FT
- Occupational Therapist PT
- Pharmacy Technician CI
- Registered Nurse FT / CI
- Staff Psychiatrist FT
- Utilization Reviewer CI

### Who's away?

- **Fred Scott, Food Service Manager** will be out of the office from December 25 and will return on January 22, 2019. Please contact Merla at x2201 for food service matters.
- **Dr. Steven Chaplin, Medical Director** will be on vacation from December 3, and will return on January 28, 2019. Dr. Prier will be the Acting Medical Director. For emergent administrative questions, please contact Linda Hines x2535.  
**Patient coverage as follows: January 7 – January 25, 2019:** Aleksandra Phillips, MD (locum tenen) and may be reached via cell phone at (808) 729-4301; Dr. Phillips will also be providing coverage for consults at Pali Momi Medical Center.

### Weekly Memo Contributors

Shannon Eberhart | Content Editor/Writer/Illustrator • Community Relations/Marketing

David Ellis | Content Contributor • Facilities

Christina Enoka | Content Contributor • Human Resources

Christine Loui | Content Writer/Editor • Staff Development/Human Resources