

## HMHP Updated Appearance Policy

Every other year, representatives from several areas review the HMHP appearance policy. Last year, representatives from all three hospitals, Hospice of the Valley and HM Home Health Services formed a committee to review and update the policy. The revised policy then went to several committees throughout HMHP for approval.

The employee advisory committees, employee diversity committees and diversity council all reviewed and approved the new policy. Senior leadership approved the new policy Feb. 19 and it was posted to the HMHP intranet. (Look in the document library under HR policies.)

"It is great that the opinions and views of so many HMHP employees went into this policy review," observed Molly Seals, senior vice president, human resources. "I truly believe each of our employees want to be seen as caring and professional health care providers. Our appearance is one of the ways we do that. We hope all HMHP employees will police themselves to ensure their appearance is professional and within the policy."

These are major points covered in the revised appearance policy:

### Name Badges:

- To be worn picture forward and at chest level unless on a breakaway lanyard
- No defacing allowed (no photographs, stickers, etc.)
- Professional and hospital-approved pins are limited to two pins at one time
- Pins should be placed on a plastic protector worn over badge

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## Leaders Receive Diversity Training

Prism International Inc., one of the country's top authorities on diversity and inclusion, recently held training sessions for a group of HMHP leaders, including several who were trained as trainers.

Prism is famous for its diversity and inclusion knowledge maps that connect diversity and inclusion to everyday job situations, individual job satisfaction and team performance.

Representatives from Prism will join newly certified Prism trainers to provide diversity and inclusion training to all of our HMHP leadership at the April 4 LDI. The newly certified trainers include Porfirio Esparra Jr., director of human resources for HMHP; Sascha Chatman, chief diversity officer and director of operation process improvement for Mercy in Lorain; and Katrina Walker, regional diversity officer for HMHP.



Photographed with one of Prism International's diversity and inclusion knowledge maps are, standing from left, Sascha Chatman, chief diversity officer and director of operation process improvement for Mercy in Lorain; Missy Russo, practice manager for HMHP Physician Associates; Katrina Walker, regional diversity officer for HMHP; Larry James, vice president and chief diversity officer for CHP; and Martin Sarkissian, presenter and trainer for PRISM International Inc. Seated is Dr. David Gemmel, director of medical education for HMHP.

## Final Beam Ready to Top Off St. E's Boardman Addition

HMHP will celebrate a milestone Monday, March 25, as the last beam is lifted into place, "topping off" the addition to St. E's Boardman.

Those who would like to have their names be part of HMHP history are invited to stop by the hospital between 9 a.m. and 1 p.m. on the 25th to sign the ceremonial beam, which will be located under the awning near the hospital's main entrance. A brief ceremony will begin at 1:30 p.m., followed by coffee and cake in the lobby, near the bottom of the central stairway.

## Workplace/Domestic Violence

**No one deserves to be treated this way!**

Does your partner abuse you emotionally by harassing, insulting, humiliating, ignoring or criticizing everything you do? This type of abuse is just as serious and potentially harmful as physical abuse. If you answered yes to any of these questions, please know that this is domestic violence! Respectful partners do not criticize in the name of love.

HMHP employee health and wellness services is committed to promoting the health, wellness and safety of HMHP employees. Please contact Kurt Beler for the HMHP Employee Assistance Program or call 2-1-1 and ask for phone numbers for local domestic violence shelters for further information.

This tip is provided by the Tri-County Family Violence Prevention Coalition, of which HMHP is a member. Others like it will appear monthly in *Partners*.



## Mercy College Information Session is April 13

Mercy College of Ohio, St. E's Campus will have an informational session for those wanting to know more about the program from **10 a.m. to noon, Saturday, April 13**, in St. E's Finnegan Auditorium. Mercy College offers a two-year degree to become a registered nurse.

The April 13 program will include information on prerequisites, financial aid and program expectations presented by faculty. Staff will be also on hand to answer questions. High school students are encouraged to attend to learn about specific high school prerequisites and ACT requirements.

Information about Mercy's online programs, especially its RN to BSN Completion (BSNC) degree – which is supported by HMHP's tuition reimbursement program – will also be presented. Any registered nurse holding a degree from an accredited program who is interested in this online program is encouraged to attend.

Registrations for the session will be accepted at [www.mercycollege.edu](http://www.mercycollege.edu), but they are not required. Directions and free parking directions are included on the website.

For questions regarding the associate degree in nursing or the BSNC program, call 330-480-2379.



## Certified Nurses Day is March 19

St. E's, St. Joe's and St. E's Boardman are honoring their board certified nurses on Certified Nurses Day, March 19. Posters, banners, flyers and bulletin board displays recognize these nurses for their professionalism, leadership and commitment to excellence in patient care. Board certification of nurses plays an increasingly important role in the assurance of high standards of care for patients and their loved ones.

"HMHP hospitals encourage national board certification for all its nurses and this one day of recognition is our way of celebrating the excellence, professionalism and dedication of these nurses," said Cathy Tolbert, senior vice president of nursing and clinical services/ chief nurse executive for HMHP.

## Breakfast Meet & Greet



Dr. Lucas W. Henn  
Cardiothoracic Surgery

### Wednesday, March 20 7:30 to 9 a.m.

St. E's Private Dining Rooms 1, 2 & 3

Join us in welcoming Dr. Henn to the cardiothoracic surgery practice of Drs. Jeffrey Fulton and Ray Crouch. Dr. Henn joins us from North Shore LIJ - Lenox Hill Hospital in New York City. Originally from Columbus, Ohio, Dr. Henn graduated from NEOMED in Rootstown and completed a cardiothoracic surgery fellowship at Cedars-Sinai Medical Center in California. He completed postgraduate work at the Heart Center Leipzig in Leipzig, Germany. Stop by to enjoy a light breakfast and welcome Dr. Henn to HMHP.

# HMHP Updated Appearance Policy

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## Personal Hygiene:

- Nails are to be neat and clean; polish should be free of chips
- Hair longer than shoulder length is to be confined when in patient care areas

## Accessories & Tattoos:

- No more than two pieces of jewelry – two rings per hand, two earrings per ear, two necklaces, two bracelets, etc.
- Lobe expanders are prohibited
- Tattoos must be covered at all times

## Footwear:

- Hosiery or socks must be worn in patient care areas, even if you are not performing patient care
- Professional peep-toe pumps are allowed in non-patient care areas (peep-toe shoes show no more than three toes)

## Clothing:

- Clothing cannot be shorter than 3 inches above the top of the knee
- Clothing cannot be longer than the top of the foot
- Clothing must sit at or on the waist
- Splits and slits cannot expose body parts while sitting, bending, walking or reaching
- Men's shirts should be tucked in at all times

## Unacceptable Clothing:

- Clothing with patches or holes
- Under garments that show through clothing
- Formfitting or see-through clothing worn without an undershirt
- Leggings, unless worn with a knee-length dress
- Hats, bandanas and caps
- Blue jeans or jean-type material of any color unless part of a uniform
- Shorts and sweatpants
- T-shirts, oversized sweatshirts and hoodies
- Plunging necklines (or anything that exposes a woman's cleavage)
- Crop tops

# New Rules for Rewards and Recognition Programs

Beginning in April, two employee recognition programs – Wow cards and Excellence in Action – will be revised and a new program – iCare in Action – will be introduced. The changes create greater distinction among the recognition programs and hopefully, will encourage greater participation.

As of April 1, Wow cards will no longer have a monetary value. While managers and employees can still hand them out to their peers, the cards cannot be exchanged for Giant Eagle gas cards. The deadline to exchange five Wow cards for a \$10 gas card under the current program is March 31.

Excellence in Action will be nominated only by employees. Under the current program, anyone – managers, co-workers, physicians, patients and families -- can nominate an employee for recognition. Starting in April, only HMHP employees or contracted employees will be able to nominate their peers for the award. There will be no change to the certificate or the publication of award winners' names in *Partners*.

A new program, iCare in Action, will enable physicians, physician assistants, nurse practitioners, patients and family members to recognize an HMHP or contracted employee for outstanding dedication to ensure the patient has a positive experience. All award recipients will receive a certificate of appreciation, be invited to a luncheon with senior leaders, and have his/her name listed in *Partners*.

## Summary of Changes:

### Wow Cards

*Who can nominate:* HMHP and contracted employees

*Who can be nominated:* HMHP and contracted employees, including affiliated physicians

*What a nominee receives:* Immediate recognition of the action that was above and beyond

### Excellence in Action

*Who can nominate:* HMHP and contracted employees

*Who can be nominated:* HMHP and contracted employees, including affiliated physicians

*What a nominee receives:* A certificate of appreciation and his/her name in *Partners*

### iCare in Action

*Who can nominate:* Physicians, physician assistants, nurse practitioners, patients and family members

*Who can be nominated:* HMHP and contracted employees, including affiliated physicians

*What a nominee receives:* A certificate of appreciation, lunch with senior leaders (held quarterly), and his/her name in *Partners*

Additional details about the process for nominating iCare in Action honorees will be announced as they become available. For more information about the recognition programs, contact Adrian Anderson at 330-729-1166 or email [adrian\\_anderson@hmis.org](mailto:adrian_anderson@hmis.org).

## March is National Eye Donor Month: Share the Vision

Northeast Ohio-National Eye Donor Month, first proclaimed in 1983, is the month-long opportunity to promote eye donation awareness and celebrate the lives of donors and corneal recipients. Corneal transplantation relies on the generosity of eye donors and their families as well as the skilled surgeons to restore sight.

In 2012, the Cleveland Eye Bank provided tissue for more than 1,100 corneal transplants as well as for local research in

the battle against blinding eye diseases. More than 95 percent of all corneal transplant operations successfully restore sight and make a difference in the lives of the people we serve for a promise of a bright and clear future.

HMHP partners with the Cleveland Eye Bank in asking people in northeast Ohio to Share the Vision. Sign up on the Ohio Donor Registry and become an eye, organ and tissue donor.

# FUNDRAISING ACTIVITIES

## 'Round the Clock Jewelry Sale

Sponsored by St. Joe's Auxiliary

**7:30 a.m. Monday, March 25, to 4 p.m. Tuesday, March 26**

Lobby near St. Joe's Entrance B

All jewelry, \$6 • Other miscellaneous items, \$12 to \$48

Proceeds benefit St. Joe's Auxiliary projects

## Book Sale

Sponsored by the St. E's Auxiliary

**Tuesday, March 26  
9 a.m. to 5 p.m.**

**Wednesday, March 27  
7 a.m. to 5 p.m.**

St. E's Main Lobby

Discounts on many varieties of books.

Proceeds benefit St. E's Auxiliary projects.

## Heart Walk Bake Sale

Sponsored by St. E's Ambulatory Care Center

**Thursday, March 28  
11 a.m. to 1:30 p.m.**

Outside St. E's Cafeteria

Proceeds benefit the 2013 American Heart Association Heart Walk, which is Sept. 21 at Youngstown State University

Please note: All fundraising activities must be approved/registered through human resources and directly benefit HMHP projects/volunteers or community events for which HMHP is a major sponsor.

## HOV Prayer Breakfast Focuses on Unity, Strengths

Pastors, health care and social service providers, community agency representatives and neighborhood leaders were among those who attended the fifth annual Hospice of the Valley Prayer Breakfast.

The event focuses on healing of the community, collaboration of resources and promoting community awareness around health care to help eliminate health care disparities, according to Katrina Walker, HMHP diversity cultural competency officer.

Dr. James Toliver was recognized for his contributions to hospice care as well as his community service, which includes speaking at various health care conferences and participating in the American Cancer Society's Minority Physicians Conference.

Keynote speaker Rev. Dr. Lewis Macklin II spoke to the theme of the conference, "The Coming Together of a Community; Building on Our Strengths."



Katrina Walker, right, HMHP's regional diversity officer, presents an award to Dr. James Toliver in recognition of his community service and contributions to Hospice of the Valley.

## Angels Essay Contest in 12th Year

If you are a nurse and you have a memory of something that made you choose nursing as a profession or an incident that made you say, "I'm glad I'm a nurse" – write it down and share it with your co-workers.

The 12th edition of *Angels Among Us* – a collection of inspirational and humorous essays from nurses – will be published for this year's National Nurses Week. Entries will be accepted from all RNs and LPNs within HMHP. All submissions should be typed and include name, title, department and facility. Deadline is April 19.

All essays will be printed in the book, and the top three essays will be awarded special recognition.

Send your essays to Debby Stubbs at St. E's (debra\_stubbs@hmis.org) or Cathy Sabau at St. Joe's (cathy\_sabau@hmis.org).

## Hospice Volunteer Class Begins April 12

Hospice of the Valley's new volunteer class begins Friday, April 12, at Hospice House, 9803 Sharrot Road, Poland. Classes are 9 a.m. to 12:30 p.m. every Friday for five weeks through May 10.

Volunteers will learn what Hospice of the Valley's team of doctors, nurses, social workers and chaplains do for patients and their families and how volunteers fit into that team.

Hospice volunteers serve in a variety of ways including companions for hospice patients at home or in nursing homes as well as helping at the Hospice House inpatient facility. New volunteers are needed for all areas of Mahoning, Trumbull and Columbiana counties as well as western Pa. Although the training is at Hospice House this time, volunteers are assigned to patients close to their homes.

For more information or to register, call 330-788-1992.

Set sail for a "five-minute tour!"  
Watch for more information!