

William Beaumont Hospital Form 525

Form Number 6697**Requested Effective Date**

Jan. 11, 2016

Requested By:

Alexis (Spisak) Rogers

Status:

Final Approved

Job Description

Due to the large number of inexperienced nurses on the midnight shift, 3SE is in need of a nurse in a Team Leader position. 3SE has seen an increase in the Orthopaedic volume for 2015 and with the winter months ahead, expect to see this number grow. The 3SE currently has 3.0 open RN FTEs on the midnight shift. These FTEs represent an increase in the Midnight RN staffing matrix and to replace 2 Clinical Nurse II RNs that transferred to other positions within the Beaumont system.

These FTEs are required to meet minimum staffing levels and were included as budgeted positions for 2015 and 2016. There has been a steady deficiency of Clinical Nurse II applicants.

In 2015, 3SE has hired 5 new graduate RNs to the midnight shift. The stepdown unit (CCSU) had a similar scenario in 2014. They successfully implemented a Team Leader position. The Team Leader is responsible for direct oversight and supervision, as well as coaching and mentoring of the unit staff.

This is not a request for additional FTEs, the Team Leader position will be created from existing FTEs.

New position title in r/c, however existing position in EC and Critical Care Step Down Unit at GP. The attached WJQ Overview is consistent with the existing position at GP. Correcting the overtime & benefit status to exempt.

Also, L/M for requester regarding the addition of a deletion to the form as noted above. S. Haywood HR Compensation 01.19.16

01.19.16 Per requester add deletion of NN7 Clinical Nurse II to the form. SH

Approver Notes (Walker, Pandora): No additional comments

Is the position holder exposed to blood born Pathogens: No

Oxygen enriched environment: No

Vacancy Review Needed: No

Financials

Is this Position Budgeted ? Yes

	Current	Annual
Salary	\$2,359.68	\$2,433.00
Fica	\$180.39	\$186.00
Benefits	\$354.00	\$365.00
Other Expenses	\$0.00	\$0.00
Total	\$2,894.07	\$2,984.00

Annual Net Amount \$0.00

Will this position be offset by additional (Net) Revenue

No

Is this form approved by vacancy review ?

Yes

Comments: Assumed \$1.17 hourly rate increase (based on Max for both NN7 and NN8), per discussion with Alexis Rogers.

Type	Div Rc	Organization	Position	Pay Grade	FTE	Regular Or Contingent	Exempt Or Non Exempt
Deletion	03 73428	Orthopaedic/Surgery - GP RC: 73428	Nursing.Clinical Nurse II.0103.73428	NN7 - Nursing	1	Regular	Non-Exempt

Report run on: February 27, 2017 11:37 AM

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Form Number	6697	Requested Effective Date	Jan. 11, 2016
Addition	03 73428 Orthopaedic/Surgery - GP RC: 73428	Nursing. RN Team Leader.0103.73428	NN8 - 1 Regular Exempt

Approvers

Name	Approved Date	Denied Date
Anne Stewart	Jan. 21, 2016	
Pandora Walker	Jan. 21, 2016	
Maria Miller	Jan. 21, 2016	
Richard Swaine	Feb. 16, 2016	

12/2/2015



Open Position on Ortho Unit: Midnight Team Leader

- RN Full-time MN shift position
- 4- 10 hour shifts
- No weekends, No holidays

Job description as follows:

The team Leader collaborates with the ANM on clinical and non-clinical issues while acting as a support for the unit when management is unavailable. The candidate must be flexible, work under minimal direction and possess excellent interpersonal relationship and communication skills.

The candidate is responsible for the direct oversight and supervision, as well as the coaching and mentoring of the unit staff. The Leader must be committed to continuous learning and evidence based practice. You will be a resource providing guidance and training related to disease, treatment protocols, and technologies used.

The Team Leader is effective at promoting and supporting a positive working relationship, effective team building and functioning with all staff. The Leader will be responsible for the direct nursing care of 1-2 patients and will respond to all emergency situations on the unit.

Attends and facilitates Unit Practice Council and encourages staff engagement and participation. Participates in process improvement projects. The Team Leader reports directly to and works closely with the ANM. Other duties and responsibilities as directed by the department management.

Required: BLS, BSN or completion within 12 months.
Preferred: Orthopaedic Experience

Please email Alexis if you are interested in the position.

Whitney, Randy

From: Ludwig, Dana
Sent: Monday, March 13, 2017 10:31 AM
To: Whitney, Randy
Subject: FW: Julie Lynch

Dana Ludwig, SHRM-CP

Human Resources

Beaumont – Grosse Pointe

Beaumont Health

Phone: 586-498-4981

Fax: 586-498-4956

Dana.ludwig@beaumont.org

Beaumont

From: Ludwig, Dana
Sent: Tuesday, March 29, 2016 9:30 AM
To: Rogers, Alexis <Alexis.Rogers@beaumont.org>
Cc: Stewart, Anne <Anne.Stewart@beaumont.org>
Subject: Julie Lynch

Hi Alexis,

Julie Lynch has accepted the Team Leader position. When would you like her to start in her new role?

Dana Ludwig

Human Resources

Beaumont – Grosse Pointe

Beaumont Health

Phone: 586-498-4981

Fax: 586-498-4956

Dana.ludwig@beaumont.org

Beaumont

Whitney, Randy

From: Ludwig, Dana
Sent: Monday, March 13, 2017 10:32 AM
To: Whitney, Randy
Subject: Julie Lynch

Beaumont Health System
Human Resources

April 1, 2016

JULIE H LYNCH
1284 Huron River Dr.
Ypsilanti, MI 48197

Dear JULIE,

Congratulations on your new position in Orthopaedic/Surgery - GP Department at Grosse Pointe. You will be transferred on March 23, 2016, into the position of Team Leader with an annual salary of \$51,360.00. Alexis Rogers will be your supervisor and can be contacted at extension 313-473-6419 if you have questions regarding unit orientation.

Please be certain the information contained in this letter matches your understanding of the offer you have accepted. If you have any questions, please feel free to contact me at . Again, congratulations on your new position!

Sincerely,

Dana Ludwig
Human Resources



"WHAT'S NEW ON 3SE?"

Staff Newsletter for January 2016

Welcome New Staff...

Julie Lynch has accepted the position of MN RN Team Leader. Start date TBD.



Job Openings...

PT MN NCA
FT MN RN
PT MN RN



Patient Satisfaction...

We ended 2015 with a steady increase of customer service scores. 2016 started a new year... let's keep it going! Your caring & hard work shows.



Culture of Safety

EC to IP Task Force

Work continued on selected units to improve EC to IP handoff. Meetings are the 2nd Fri. of every month, 0745-0845, PDR.



RLSOLUTIONS

- Wrong pt ID used for blood glucose. Staff should be using CSN #.
- RN's need to follow med admin policy. There were several RLS regarding meds taken from pyxis, med errors & med documentation of ordering errors.

Equipment and Supplies...

Let us know of supply or equipment needs. Beaumont leadership wants to give you the tools you need to do your job.



Nursing Licenses...

Some licenses are due 3/31/16. If you are due, don't procrastinate.

Competencies/Education...

2016 corporate competencies have been sent out to your Halogen account. Please be sure to work on them when you can.

A check off list will be provided for your record.



Our Latest Daisy and Rose Winners...



Anne Kouetier,
Diagnostic Radiology



Eric Houchin,
Emergency

Volume – Unit & Hospital...

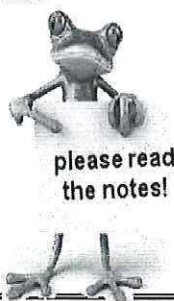
BGP ADC YTD 141.4 (2016), 146.8 (2015)

3SE ADC YTD 19.9 (2016), 20.1 (2015)



Unit Practice Council...

- 3SE UPC members are Katina Hogan, Susan Dugan & Beverly Matlock.
- Still looking for interested staff. UPC meets the 2nd Fri. of each month from 0800-1100.
- 3SE is also in need of an RN to attend the Professional Nurse Council on the 1st Wed. of every month. This person usually sits on the UPC as well.



Unit Announcements...

- Quality – we did great for the first month on Foley/CL count.
 - Foley hand count – 645, Foley computer count – 635
Variance 1.57%
 - CL hand count – 369, CL computer count – 368
Variance 0.27%
 Excellent work... please let your charge and staff nurses know we appreciate their hard work.
- Our new Magnet Program Director is Randy Whitney.
- Earth Day is April 22. If you are interested in working on a project, let me know. Also looking for anyone interested in being on the Beaumont GP Green Team.
- The white board in 301 will be used for Nsg Dept & hospital communication. I will send 3SE mgmt communication via your Beaumont email. You should be checking email weekly.

Old Nags...

- If you have a personal phone number change, please make the changes in Oracle as well.
- If you change your EPIC sign on, it does not change your sign on for Web Scheduler.
- March 4th the Alaris Pumps will be recalibrated.
- The labels have changed on the medical gas shut off valves. The labels are more in line with Troy and R.O. There will be education and a policy roll out in the areas where these valves exist.
- RN's should be using the D/C check list before D/Cing your pt. We want to make sure the pts have everything they need before leaving the hospital. You should be using the green D/C folders for the AVS and pt education material.
- If you find a pt's belongings after D/C, do not store at the desk. Print a face sheet, attach to belongings & take it down to Security in the EC (Lost and Found).
- BPA's should be addressed on during the admission process.



"You can't consider a culture truly changed until the last person can't remember the way it used to be."

~John Nance