

UPDATE

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BASIC LIFE SUPPORT

PROBABLY, YOU ARE ALL AWARE that heart disease is the nation's number one killer: however, are you aware that approximately 100,000 of the individuals who die annually from sudden death could be saved by the use of proper life saving techniques?

Basic Life Support is an emergency first aid procedure that consists of the recognition of airway obstruction, respiratory arrest and cardiac arrest, and the proper application of cardiopulmonary resuscitation (CPR). CPR consists of opening and maintaining a patent airway, providing artificial ventilation by means of rescue breathing, and providing artificial circulation by means of external cardiac compression.

The Educational Development Office will begin Basic Life Support instruction classes for all employees who wish to be trained in this valuable skill. Classes will be held one week at a time for 1½ - 2 hours per day, and will begin April 26, 1976. All interested personnel should stop by the office to register and receive additional information.

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NEW BUSINESS OFFICE MANAGER

THE HOSPITAL CENTER WELCOMES Mr. Edward H. Robinson to its staff as Business Office Manager, Monday, April 5.

Mr. Robinson comes to us from Riverview Hospital, Red Bank, New Jersey, where he has been the Manager of Ambulatory Services since March, 1971. He holds a B.A. degree in Business Administration from Lincoln University, Lincoln, Pennsylvania, and is presently working toward his M.B.A. degree from Farleigh Dickinson University, Rutherford, New Jersey.

We welcome Mr. Robinson, his wife and five children to the Allentown area and are happy to welcome Mr. Robinson to the Hospital Center staff.

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MEDLINE

ON MARCH 31, 1976 at 9:00 a.m. in the Center auditorium, Mrs. Barbara Yobst, Librarian at Allentown Hospital, will give a demonstration of the MEDLINE program.

MEDLINE is an electronic network linking major U.S. medical libraries that provides, almost instantly, a list of articles published in current journals on any biomedical subject you choose. The computer program, which consists of articles in the last three annual editions of the Index Medicus, is updated constantly; articles printed one week are available via MEDLINE the following week.

Allentown Hospital has MEDLINE through a grant for LVAHEC from the Greater Delaware Valley Regional Medical Program. Since the MEDLINE service is available to Center personnel, the demonstration will be open to all. Please call Mrs. Carolyn Nippert, Hospital Center Librarian, at ext. 3148 by March 26 if you plan to attend.

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INFECTION CONTROL SEMINAR

MARY ELLEN BEIDEMAN, Infection Control Nurse, announced a seminar entitled Infection Control for Ambulance Corps to be held on March 27, 1976 from 1 - 5 p.m. in the Center auditorium.

Speakers at the seminar will be: John H. Mandel, B.S., M.S., Director and Clinical Microbiologist at the Lehigh Valley Labs; Andrea Geshan, R.N., B.S.N., Nurse Epidemiologist at Allentown Hospital; Norman Hauser, R.S., B.S., M.S., Hospital Environmental Consultant with the Pennsylvania Department of Environmental Resources; Susan Tarn, R.N., Head Nurse at Rest Haven, Schuylkill Haven, Pennsylvania; and Mary Ellen Beideman.

Topics will include Basic Bacteriology, Disease Entities, Cleaning and Disinfection, Precautions, and Transportation of the Geriatric Patient.

The seminar, sponsored by Lehigh Valley APIC in conjunction with Eastern Pennsylvania Emergency Medical Services, is open to all interested personnel. If you plan to attend, please call Mrs. Biedeman at 2109 by March 17.

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OCCUPATIONAL TAX

IF YOUR PAYCHECKS seem short next payday, don't be alarmed. Vaughn Gower, Chief Accountant, announced that the paychecks on March 23, 1976 will have the Salisbury Township Occupational Privilege Tax of \$10 taken out of them. This tax is paid only once annually: if you have paid the 1976 tax in another area, notify Personnel so that you will not be charged twice.

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MILLER BLOOD BANK PROGRAM

IT HAS BEEN BROUGHT to our attention that some transfer employees assume they were automatically enrolled in our Blood Bank program upon transferring to Allentown and Sacred Heart Hospital Center. This is not the case. Unless an enrollment card was completed at the time of transfer, the employee is not a member of the program.

If you are uncertain whether or not you completed an enrollment card, check with the Personnel Office.

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PAYCHECK PICK-UP

IF YOU HAVE a friend or relative come in to pick up your paycheck, remember that they must have a written request and permission signed by you, along with proper identification, before the check can be released.

This policy is in effect for your protection as well as the Hospital Center's. Let's adhere to it and avoid a potentially troublesome situation.

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NEW JOB TRANSFER/PROMOTION POLICY

THE POLICY of the Center is to promote from within whenever qualified applicants are available. These promotions are based first on merit -- second on seniority. Lateral transfers (those not involving a promotion) are discouraged, although the Personnel Department will consider lateral transfer requests after consultation with the appropriate Department Heads or Supervisors and consideration of special factors involved.

Vacant positions will be posted each Friday on the Cafeteria bulletin board and in the Personnel Office. Those positions which offer promotions will not be filled until the job has been posted for a week. Employees may complete a Request for Transfer/Promotion form in the Personnel Office indicating their qualifications. All applicants will be screened and arrangements made for interviews with Department Heads. All qualifications being equal, employees will be given preference over applicants from other sources.

Watch the bulletin boards beginning Friday, March 12, and if you have any questions or wish to complete a Transfer Request form, be sure to stop in the Personnel Office.

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