

# PROGRESSIONS

HUNTSVILLE HOSPITAL CORPORATE UNIVERSITY • 109 GOVERNORS DRIVE • HUNTSVILLE, AL • (256) 265-8025

## Upcoming Conferences

- 11/17/23 Trauma Conference
- 12/2/23 Psychiatric Conference
- 2/10/24 Cardiology Update
- 4/20/24 Foundations in Neurology

Event dates are subject to change. For a full conference listing and online registration visit: [HHSYS.org/Conferences](https://HHSYS.org/Conferences)



## Education Connections

Kristen Oglesby recently became the manager of Corporate University's CE and CME Programs. These programs align continuing education credit for many of our courses; supporting a valuable requirement for different health professions to stay current with cutting-edge best practices. Kristen brings a depth of experience from nursing education and years of experience in the organization. If you have questions regarding continuing education credit, conferences, or other development opportunities call Corporate University at **(256) 265-8025**.



## New Hire News

Newly hired employees, now complete their Orientation Computer-based Education after hire. Newly hired employees have 14 days to complete this foundational education. This education should be completed during paid time. For questions call Corporate University at **(256) 265-8025**.

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.

## Keeping Our Workplace Safe

Ensuring our workplace is safe for our employees, visitors, and patients is a critical focus for our organization.

In the fall for 2023 our Health System facilities gathered valuable input from our staff concerning perceptions of safety, and positive ways to ensure we all prevent workplace violence. From that feedback, and the work of our Workplace Violence Prevention Team (WPVT) our organization is adopting a proactive approach with innovative solutions.



A critical way to prevent workplace violence is to prepare staff through training courses. The organization provides a series of classes designed to empower staff to be prepared to manage aggressive behavior situations and violence in the workplace. These courses support employees by providing tools to recognize and appropriately respond to aggressive behaviors. The series includes:

### MOAB: Management of Aggressive Behavior Series

Management of Aggressive Behavior classes allow participants to learn how to recognize, reduce, and manage violent and aggressive behavior.

### Escape 8 Series

When a situation has escalated, being prepared for how to remove yourself from a dangerous situation is critical. This course, often provided as a companion to MOAB, provides self-preservation training.

### AVERT: Active Violence Emergency Response Training

This course prepares staff for an active violence event, including emergency response skills, interventions such as Stop the Bleed skills, as well as evade, barricade, and fight training.

Registration and class times are listed in Symplr LEARNING. Customized sessions can be scheduled for groups. For more information on this series please contact the Safety and Security Office. For questions about classes and opportunities to support this initiative contact Security.

## Clinical Excellence • General Nursing

### Point of Care Testing Training

#### 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 HH employees only.

**Course #:** LAB3900120+ **Hours:** 2.0

**Instructors:** POC Staff

**Dates & Times:** Nov 21, & Dec 19 - 7:30 to 9:30am

#### EPOC Certification

Participants learn 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 #:** LAB3890120+ **Hours:** 2.0

**Instructors:** various POC & CNP instructors

**Huntsville Hospital Dates & Times:**

Nov 3, 17, Dec 1, 15 - 8:00 to 10:00am

**Madison Hospital Dates & Times:**

Nov 13 - 7:00 to 8:00pm

#### POCT i-STAT Operator Certification

This course covers the training and check-off process for collection manager device used for collection of lab specimens. For employees only.

**Course #:** LAB3900120+ **Hours:** 1.0

**Instructors:** various

**Dates & Times:** Nov 21, Dec 19 - 7:30 to 8:30am

#### POC Glucometer Certification

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

**Course #:** LAB3620118+ **Hours:** 1.25

**Instructor:** POC Staff

**Huntsville Hospital Dates & Times:**

Nov 9, 22, Dec 7, 20 - 7:30 to 8:45am

**Madison Hospital Dates & Times:**

Nov 13 - 6:00 to 7:00pm

### Nursing Basics

#### Access Site & Groin Management

Class participants learn to identify common sites for vascular access, and how to achieve and maintain hemostasis in patients following access.

**Course #:** CE52390123 **Contact Hours:** ABN CE 2.4

**Instructor:** various

**Dates & Times:** Nov 21, Jan 17, Feb 21, Mar 12 - 8 to 10:30 am

#### Back to Basics - An EKG/ Telemetry Refresher (short course)

This course covers the heart's electrical conduction system, purpose and scope of telemetry, various families of cardiac rhythms (including death rhythms) and much more.

**Course #:** CE51390622 **Contact Hours:** ABN CE 1.8

**Instructor:** Carla Sims

*Please check Symplr LEARNING for times and dates of classes.*

#### 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 HH LPN employees only.

**Course #:** CE53830123 **Contact Hours:** ABN CE 3.6

**Instructor:** Yvette Hawkins

**Dates & Times:**

Nov 6, Dec 4 - 8:30 to 12:30pm

#### Do or Die: Lethal Cardiac Rhythms

In this class students will learn about lethal cardiac rhythms and required responses from caregivers, how to identify ventricular tachycardia, torsades, ventricular fibrillation, ventricular standstill, idioventricular, and agonal and asystole.

**Course #:** CE57370122 **Contact Hours:** ABN CE 1.8

**Instructor:** various

*Please check Symplr LEARNING for times and dates of classes.*

#### Intra-Aortic Balloon Pump Management (IABP)

This class covers the theory set-up and troubleshooting for the I.A.B.P.

**Course #:** CE51130322 **Contact Hours:** ABN CE 4.8

**Dates & Times:**

Nov 28 - 8:00 to 11:30am

#### Making of a Mentor/Coach for Nurses

This course is designed to provide guidance and tools to support orienting newly employed nursing staff and precepting nursing students. Topic covered include the mentor/coach and trainee relationship; guidelines and expectations for providing a Safe/Caring/Kind environment for patients, families, and staff/students; and adult learning styles and training techniques for success. The course is open to RN and LPN employees only.

**Course #:** CE52800622 **Contact Hours:** ABN CE 4.8

**Huntsville Dates & Times:**

- Nov 7 - 12:00 to 4:00pm

- Dec 8 - 8:00 to 12:00pm



## Clinical Excellence • General Nursing

### Removal of Arterial and/or Venous Sheaths

This course will show the proper technique and procedure for removal of arterial and venous sheaths and groin management.

**Course #:** CE53970821      **Contact Hours:** ABN CE 2.4

**Instructor:** various

**Dates & Times:** Nov 21 - 10:45 to 12:00 pm

Jan 17, Feb 21, Mar 12 - 11:00 to 12:15pm

**Prerequisite:** Access Site & Groin Management

### Recognition of Deterioration

This course is a simulation learning opportunity for RN, LPN, PCA, RT, and any staff member wanting to learn about Rapid Response and Code Blue process. This course provides opportunities to learn the skills necessary for emergencies, improve staff confidence, improve performance in caring for a patient experiencing deterioration, and ultimately improve patient outcomes.

**Course #:** CE52870122      **Contact Hours:** ABN CE 4.4

**Instructor:** Heather Thacker      **Location:** CNP Sim Lab

**Dates & Times:**

Nov 21 - 9:00 to 11:00am

### Safe Patient Mobility (PCA / RN / LPN)

This class will cover one or more of the following unit-specific safe patient handling devices: MaxiSlides, Sara/Stedy-Fall Prevention device-Limited assist/mobility sit-to-stand, Sara 3000-Moderate assist/mobility sit-to-stand Opera/Maxi Move-Total assist/mobility lift.

**Course #:** CNP02190421+      **Hours:** 2.0

**Instructor:** Various

**Dates & Times:** Nov 17, Dec 29 - 9:00 to 11:00am

### Student Nurse Aide Transition Class

The Alabama Board of Nursing is supporting a new role in the nursing team, a Student Nursing Aide (SNA). This is a role for nursing students that have completed Nursing Fundamentals and the Pharmaceutical Class. These Student Nurse Aides must attend this class to prepare them for the best practices related to care interventions.

**Course #:** CNP02251121      **Hours:** 4.0

**Instructor:** Clinical Nursing Practice Team

*Please check with Clinical Nursing Practice for classes.*

### Therapeutic Hypothermia Management

This course helps prepare nurses for the patient management aspects of Targeted Temperature Management, and the purposes of those interventions.

**Course #:** CE54420123      **Contact Hours:** ABN CE 2.1

**Instructor:** various      **Location:** HH Main, 6A classroom

**Date & Time:** Dec 6 - 8:00 to 10:00am

### Ventricular Assist Device Management

This course reviews hemodynamics, and how it relates to the placement, purpose, and management of a patient with a Tandem Heart. Students also learn about the purpose of the Impella Devices as well as the difference between LV and RV Impella.

**Course #:** CE54410622      **Contact Hours:** ABN CE 3.30

**Instructor:** various

**Dates & Times:** Dec 12 - 8:00 to 11:00am

## Women & Children Basics

### NICU 2.0 (ZOOM & live options)

This course covers a systems approach to physiology, presentation, diagnosis, conditions, medications, and treatments for neonates.

**Course #:** CE52440123      **Contact Hours:** ABN CE 8.4

**Instructor:** various

**Date & Time:** Nov 1 - 8:00 am to 5:00 pm

### Breastfeeding for Patient Care Techs

Breastfeeding for patient care techs is a class to support the breastfeeding mother. This class reviews basic breastfeeding information, dispenses myths and beliefs, and breast pump use.

**Course #:** WCS6930222      **Hours:** 2.0

*Please check Symplr LEARNING for times and dates of classes.*

### An Introduction to Breastfeeding

This provides an introduction to the benefits of breastfeeding as it pertains to patients, anatomy of the lactating breast, frequency and duration of feeding sessions, expressing milk and NAS protocols.

**Course #:** CE54870122      **Contact Hours:** ABN CE 4.4

**Dates & Times:** Nov 6 - 9:00am to 1:00pm

### Breastfeeding: A Comprehensive Class for Nurses

This two day class provides a comprehensive overview of breastfeeding support resources, and best practices in the support of breastfeeding patients. This is a two-day course, and both days must be completed for credit.

**Course #:** CE52890123      **Contact Hours:** ABN CE 16.8, ANCC 14.0

*Please check Symplr LEARNING for times and dates of classes.*

### RTS<sup>®</sup> Perinatal Bereavement Training for Healthcare Workers

The Resolve through Sharing class is designed for nurses, doctors and other healthcare professionals that care for women coping with pregnancy loss. The topics of grief, mourning, and pregnancy attachment as well as instruction on using the Resolve Through Sharing Perinatal Bereavement program.

**Course #:** CE53980123      **Contact Hours:** ABN CE 2.4

*Please check Symplr LEARNING for times and dates of classes.*

### S.T.A.B.L.E. Learner Course (ZOOM & live options)

This course helps organize details and intervention necessary to provide initial care to sick or premature infants. It is also designated to address care during the post-resuscitation/pre-transport stabilization period.

**Course #:** CE51310722      **Contact Hours:** ABN CE 9.7

**Instructor:** various      **Location:** W&C Ground Floor Classroom

*Please check Symplr LEARNING for times and dates of classes.*

### Small Baby Education

This course covers presentation, diagnosis, conditions, medications, and treatment protocols for extremely low birth weight neonates.

**Course #:** CE52460123      **Contact Hours:** ABN CE 9.4

**Instructor:** various      **Location:** W&C Ground Floor Classroom

*Please check Symplr LEARNING for times and dates of classes.*

# Clinical Excellence • Topics of Patient Management

*This lecture series is designed for new Huntsville Hospital clinical personnel.*

## TOPM: Cardiac Module - Basics

The Cardiac Module covers congestive heart failure and myocardial infarction. Information includes disease process, core measures, and care of the patient. Simulation lab scenarios are presented in this class. Huntsville Hospital employees need to contact their educator to register for this class. For others, contact Alicia Pettis at [Alicia.Pettis@hhsys.org](mailto:Alicia.Pettis@hhsys.org).

**Course #:** CE53950123    **Contact Hours:** ABN CE 4.8  
**Instructor:** Alicia Pettis    **Non-Employee Cost:** \$50  
**Dates & Times:** Dec 6, Jan 24, Mar 6 - 8:00 am to 12:00 pm

## TOPM: Diabetes Management

The class will cover statistics and complication of diabetes, symptoms of Type 1 & 2 diabetes and pattern management and treatment of diabetes.

**Course #:** CE52370123    **Contact Hours:** ABN CE 1.2  
**Instructor:** various  
**Dates & Times:** Dec 14, Jan 11, Mar 14 - 8:00 to 9:00 am

## TOPM: 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, set-up and insertion of PA-catheter and, aseptic technique for interventional procedures. Huntsville Hospital employees need to contact their educator to register for this class.

**Course #:** CE52410123    **Contact Hours:** ABN CE 3.3  
**Instructor:** various    **Non-Employee Cost:** \$30  
**Date & Time:** Nov 17- 8:00 to 12:00pm

## TOPM: Managing Peripheral IVs and Central Vascular Access Devices

This course teaches advanced IV techniques, including strategies for 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. For HH RN and LPN employees only.

**Course #:** CE53530223    **Contact Hours:** ABN CE 4.8  
**Instructor:** Leigh Befort    **Location:** Cochran 420  
**Dates & Times:**  
 Nov 8, Dec 5, Jan 17, Feb 13, Mar 14 - 8:00 to 11:00 am

## TOPM: Neuro Module (Basic Only)

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. *Huntsville Hospital employees need to contact their educator to register. For others, contact the instructor.*

**Course #:** CE58510523    **Contact Hours:** ABN CE 2.4  
**Instructor:** various    **Non-Employee Cost:** \$50  
**Date & Time:**  
 Nov 6, Dec 14, Jan 16, Feb 7, Mar 20 - 8:00 to 10:00 am

## TOPM: Neuro Module (Basic & Advanced)

The first 2 hours of this class will be Neurology-Basic. The second half of the class focuses on neuro-traumatic injuries including head and spinal injuries, care of patients with increased intra-cranial pressure (ICP) and ICP monitoring. *Huntsville Hospital employees need to contact their educator to register. For others, contact the instructor.*

**Course #:** CE58520523    **Contact Hours:** ABN CE 4.8  
**Instructor:** various    **Non-Employee Cost:** \$50  
**Date & Time:**  
 Nov 6, Dec 14, Jan 16, Feb 7, Mar 20 - 8:00 to 12:00 pm

## TOPM: NxStage Critical Care Management Class

This course builds a working knowledge of the components and concepts of the NxStage System One. Students will perform basic skills of system operation including monitoring, documentation and alarm trouble-shooting. The class is followed by a student demonstration of skills.

**Course #:** CE51270622    **Contact Hours:** ABN CE 2.4  
**Instructor:** various  
**Date & Time:** Nov 9, Dec 14, Jan 11, Feb 8, Mar 14 - 10:00am to 2:00pm

## TOPM: Ostomy Wound Liaison (OWL) Training Class

This course focuses on understanding the essential components of wound assessment and healing.

**Course #:** CE57810622 for nurses; PCS54680123 for PCAs  
**Contact Hours:** ABN CE 3.6    **Instructor:** Leigh Befort  
**Dates & Times for Nursing:**  
 - Nov 9, Dec 13 - 8:00am to 12:00pm;  
**Dates & Times for PCAs:** Dec 6 - 8:00 to 10:00am

## TOPM: Procedural Sedation

This course will help prepare employees to identify sedation levels by assessment, list monitoring parameters, identify medications used in sedation, and understand discharge criteria.

**Course #:** CE53270123    **Contact Hours:** ABN CE 1.8  
**Dates & Times:**  
 Nov 3, Nov 17, Dec 1, Dec 15 - 10:00 to 11:15am

## TOPM: Pulmonary Module

This course covers pulmonary A & P, respiratory assessment, diseases, interventions and treatment. The second part covers ventilator management and the SAD protocol. *Huntsville Hospital employees need to contact their educator to register.*

**Course # for Basic Only:** CE52310123  
**Basic & Advanced:** CE52300123    **Instructor:** various  
**Contact Hours:** Basic only - ABN CE 3.0 and Basic & Adv. ABN CE 4.3;  
**Dates & Times for Basic & Advanced:**  
 Nov 6, Dec 14, Jan 16, Feb 7 Mar 20 -1:00 to 5:00pm  
**Dates & Times for Basic Only:**  
 Nov 6, Dec 14, Jan 16, Feb 7 Mar 20 - 1:00 to 3:00pm

## TOPM: Rapid Sequence Intubation (RSI)

This course will prepare employees to define RSI in emergent airway management, review anatomical considerations for airway intervention and explain the process for RSI. For Huntsville Hospital employees only.

**Course #:** CE53260123    **Contact Hours:** ABN CE 1.2  
**Instructor:** various  
**Date & Time:**  
 Nov 17, Dec 1, Dec 15 - 11:15am to 12:00 pm

## TOPM: The Renal System

The class will cover nursing assessment of normal renal functions; define, compare, assess acute, and chronic renal failure and discuss case studies.

**Course #:** CE52340123    **Contact Hours:** ABN CE 1.2  
**Instructor:** various  
**Date & Time:** Dec 14, Jan 11, Feb 8, Mar 14 - 9:00 to 10:00am

## Clinical Excellence

### TOPM: Skin & Wound Care

This course will prepare nurses to identify pressure injury stages and understand wound assessment, and the vital components of the healing. The course also covers documentation, the braden scale, and psychosocial issues experienced by an ostomate.

**Course #:** CE53371022    **Contact Hours:** ABN CE 2.4

**Instructor:** Various

**Madison Hospital:** Dec 8 - 7:30 to 9:30am

**Huntsville Hospital:**

Nov 8, Dec 5, Jan 17, Feb 13, Mar 14 - 2:30 to 4:30pm

### TOPM: Stop Sepsis: Sepsis Pathophysiology and Sepsis Screening

This course will prepare nurses on early recognition of sepsis, sepsis screening, and sepsis core measure requirements.

**Course #:** CE53910123    **Contact Hours:** ABN CE 2.4

**Instructor:** various

**Madison Hospital:** Dec 8 - 10:00 to 12:00pm

**Huntsville Hospital:**

Nov 8, Dec 5, Jan 17, Feb 13, Mar 14 - 12:30 to 2:30pm



### Nurse Residency Program

### Nursing Residency Education Series

Huntsville Hospital provides a special series for our new graduate nurses, the Nursing Residency Program.

The year-long program, developed and presented by nursing educators, consists of dynamic, monthly classes designed to support and nurture new graduates through their first year of employment. All sessions carry continuing education credit. The series course number is **Course #:** CE55310120, with **Contact Hours:** ABN CE 3.0.

The nursing residency topics are listed below by month:

- **Decision Making: Time Management** - November
- **Self-Care: Stress Management** - December
- **Compassion: Caring for Others** - January
- **Communication Techniques** - February
- **Patient Education / Difficult Situations** - March

*For more information contact your educator, or the Clinical Nursing Practice team.*



## Advanced Practice Provider Education Series

The Advanced Practice Providers (APP) Series provides monthly education opportunities which carry *AMA PRA Category 1 credit™* as well as ANCC credits. Many of these live lectures are available to attend in person or over ZOOM. After the initial lecture is held, many of these courses are available as computer-based courses, in Symplr LEARNING. Please check Symplr LEARNING for specific topics as they become available:

**Course #:** CE/CME6900922, E-CE/CME6900920+  
**Contact Hours:** ABN CE 1.2; CME 1.0, ANCC CE 1.0

*Registration and the growing online CBL course catalog can be accessed in Symplr LEARNING, search **E-CME6900920+***

## Quality • Patient Safety • The Patient Experience

### Quality • Journey to Zero

HRO: Putting Patient Safety Culture to Work (ZOOM)



This foundational class is designed for all employees of the Health System, covering high-reliability practices to improve safe, effective, patient-centered care.

The course imparts the importance and use of Universal Relationship Tools and Reliability Tools. The course is only open to employees, and is required for all staff.

*Please note, those participating in Clinical Orientation, and all newly hired employees from February 2023 forward will complete this class in orientation.*

**Course #:** CE54580123

**Contact Hrs:** ABN CE 2.4, ANCC CE 2.0

**Dates & Times:** Currently this class is provided over ZOOM

- Dec 8, Mar 1 - 8:30 to 11am;
- Nov 28 - 1:00 to 3:30 pm

### Quality • Accreditation Series

Mock Surveyor Training (ZOOM)

This course covers key skills for conducting mock surveys in the healthcare setting, and encourage learning with staff involved in the mock survey. The instructor covers the core regulations for Joint Commission and CMS; and the more practical ways to best maintain survey readiness.

**Course #:** CE54140222      **Contact Hours:** ABN CE 2.4

**Instructor:** Lyn Tipton

**Times and dates will be in Symplr LEARNING.**

#### Accreditation Briefing

These 30 minute sessions are offered exclusively to Huntsville Hospital employees. The instructor covers the current changes in the Joint Commission and CMS rules, problematic survey areas, and standards and Medicare Conditions of participation to maintain survey readiness.

**Course #:** CE54020122      **Contact Hours:** ABN CE 0.25

**Instructor:** Lyn Tipton

**Times and dates will be in Symplr LEARNING, and posted on Pulse.**

#### Accreditation Update

During this class, participants will examine Joint Commission and CMS Survey readiness, learn of interventions to maintain continuous readiness, and discuss environment of care and Life Safety issues that affect a survey. This course is offered to Huntsville Hospital employees only.

**Course #:** CE50900622      **Contact Hours:** ABN CE 1.2

**Instructor:** Lyn Tipton

**Times and dates will be in Symplr LEARNING, and on Pulse.**

### L Patient Experience Series (ZOOM)

This series is provided to share strategies for improving the patient experience and in turn HCAHPS scores.

Managers will learn methods used to measure customer service effectiveness, and strategies for increasing specific categories of HCAHPS scores.

These courses feature our Patient Experience team. This series also carries leadership credit.

*Please note, session topics will vary, and will be reflected in the course description.*

**Course #:** CE58210123      **Contact Hours:** ABN CE 1.8

*Please check Symplr Learning for course topics, dates, and times.*



**L** Class counts toward the annual goal for Huntsville Hospital Leaders.

## American Heart Association Training

### Requirements

Many employees are required to have current AHA Certifications for their job. These requirements are based on their roles and responsibilities in the healthcare setting. For those that work in a care setting, a minimum of BLS is required. For those providing care where procedural sedation is involved, they may be required to also be certified in advanced cardiopulmonary life resuscitation; ACLS and/or PALS. If a certification expires, the employee should not be scheduled to work until the required certification has been renewed.

### Deadlines

Newly hired employees are required to obtain their BLS certification within 90 days of hire. Employees that are required to have an advanced certification must complete their ACLS and/or PALS within their first year in that role, or less as required by their department policy. Check with your educator or manager for department-specific deadlines.

### Staying Current on Certifications

If an employee happens to have a current certification from another AHA training center, the employee is required to submit their current card to the AHA training center by emailing a copy to [ecard@hhsys.org](mailto:ecard@hhsys.org), or visiting our offices in the first floor of the Dowdle Center. This certification will be verified and added to their Symplr LEARNING education record.

## AHA • Basic Lifesaving Support

### AHA BLS Initial Healthcare Provider

This American Heart Association course is designed for the healthcare professional, and covers Adult, Child and Infant CPR; barrier device skills and use of an AED. Participants complete the written test at the end of the course. First Aid is not offered within this course.

**Course #:** BLS-1501

**Huntsville Hospital sessions:** All held at the Dowdle Center

- Nov 10, 11, 18, 24, 25, Dec 8, 9, 22, 23, 27, 28, 29, Jan 5, 6, 19, 27, Feb 2, 3, 16, 17, Mar 1, 2, 15, 16, 29, 30  
- 7:45am to 1:00pm
- Nov 7, 12, 16, 21, 28, Dec 5, 10, 14, Jan 4, 9, 16, 28, 30, Feb 8, 11, 20, 29, Mar 3, 14, 26, 28 - 8:30am to 12:00pm
- Nov 12, 16, Dec 10, Jan 9, 28, Feb 11, 20, Mar 3, 14  
- 1:30 to 5:00pm

**Madison Hospital Dates & Times:**

Nov 6, Dec 7 - 7:30 to 11:30am

**Special Note:** All enrollments not filled 10 minutes before the class start time, will be filled by walk-ins on a first-come, first-serve basis.

**Supplies:** BLS for Healthcare Provider Student Manuals are available for purchase at the Corporate University office.

### AHA BLS Healthcare Provider Renewal Skills Check

This AHA course is designed for the healthcare professional, and covers Adult, Child, and Infant CPR; barrier device skills, and use of AED. This course has an online prerequisite, the **BLS HeartCode Online® (CBL)** to review materials, and complete the written test. Once completed students sign up for a follow up AHA BLS Renewal Skills Check session in Symplr LEARNING, a live class where students will demonstrate skills to complete their renewal. Participants need to bring their completion certificate for the **BLS HeartCode Online® (CBL)** and their expiring BLS card.

**Course #:** AHA BLS Renewal Skills Check **Hours:** 1.0

**Huntsville Hospital Times & Dates:**

- Nov 8, 15, 29, Dec 6, 12, 13, 19, Jan 3, 10, 24, 31, Feb 7, 21, 22, 28, Mar 6, 20, 27 - 8:00 to 9:00am; 9:00 to 10:00am; 10:00 to 11:00am
- Nov 8, 15, 29, Dec 6, 12, 13, Jan 3, 10, 24, 31, Feb 7, 21, 28, Mar 6, 20, 27 - 12:30 to 1:30pm; 1:30 to 2:30pm; 2:30 - 3:30pm
- Nov 11, Dec 9, 28, Mar 30 - 3:00 to 4:00pm
- Mar 19, - 1:00 to 2:00pm; 2:00 to 3:00pm; 3:00 to 4:00pm
- Nov 11, Dec 9, 28, Jan 6, 27, Feb 3, 17, Mar 2, 16, 30 - 3:00 to 4:00pm
- Dec 7, Jan 4, Feb 1, 29 - 6:00 to 7:30pm

**Madison Hospital Dates & Times:**

- Nov 7, Dec 5, 15  
- 7:30 to 8:30am; 8:30 to 9:30am; 9:30 to 10:30am; 1:00 to 2:00pm; 2:00 to 3:00pm

### Preparing for BLS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

#### Preparing for BLS Renewal

For employees renewing BLS certification, employees need to complete the BLS HeartCode Online® prior to signing up for the BLS Skills live session.

- **BLS HeartCode Online® CBL (Required)**
- **E-BLS15021121 + AHA Renewal Study Guide (Optional)**



# AHA • Adult Cardiovascular Life Support

## AHA ACLS Provider

This course for the healthcare professional covers adult cardiovascular arrhythmia recognition, cardiovascular drug therapy, airway management skills, and Zoll defibrillator skills. Students will need to successfully complete online in Symplr LEARNING and the AHA Pre-test on AHA's website, followed by attending the AHA ACLS Provider class.

### Prerequisites:

- **Current certification in BLS Healthcare Provider**
- **E-CU9771022 Zoll Defibrillator Review (CBL)**
- **AHA ACLS Provider Review (CBL)**  
Course #: E-CE55180120+
- **AHA Prerequisite Pretest:** To access the ACLS online pre-test; go to [www.elearning.heart.org](http://www.elearning.heart.org) choose "pre-course self assessment and pre-course work" and proceed with the test. Students must have score of 70 or above, and bring copies of their score sheet and certificate to class.

**Course #:** CE55380722      **Hours:** ABN CE 4.8, ANCC 4.0

**Employee Cost:** \$100 (if not required for your work)

**Non-Employee Cost:** \$200      **Affiliates Cost:** \$195

**Supplies:** \$50 ACLS Textbook; \$35 ECC Handbook

**Note:** ACLS Provider registration must be scheduled with Corporate University, or Patti Elliot for Madison Hospital.

## Preparing for ACLS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

### Preparing for ACLS Renewal

For employees renewing their ACLS certification, first employees will be assigned an ACLS HeartCode key in Symplr LEARNING. Students also need to be prepared to renew their BLS during their MegaCode session. Prior to the MegaCode session, students need to complete:

- **AHA ACLS HeartCode Part 1**
- **BLS HeartCode Online® (CBL)**
- **And several other prerequisites, outlined below.**



## NEW ACLS Practice & Review Tools

Corporate University provides courses and tools to support student success. Several new tools have been launched in 2023, listed below.

### ACLS Practice MegaCode Session

This is a refresher course for those obtaining or renewing their ACLS certification. The session provides an opportunity to review equipment and algorithms used during ACLS skills testing. Additionally, the practice builds confidence in ECG rhythm identification, critical thinking, and the treatment of dysrhythmias experienced during real life cardiopulmonary arrests and cardiovascular emergencies.

**Course #:** ACLS-7010123

Please check Symplr LEARNING for dates and times.

### ACLS Practice MegaCode Review (ZOOM)

This is a review of ACLS materials, allowing time for Q&A, invaluable for some learners. Conveniently provided over ZOOM.

**Course #:** ACLS-7020523

Please check Symplr LEARNING for dates and times.

## AHA ACLS HeartCode Part I (~4-8 hours online)

This course is a web-based, self-paced didactic course, with the written test included. Once the Part I online course is done, the student must complete another online module on the Zoll defibrillator and then enroll him/herself in the Skills Check associated with that certification within 60 days.

### Prerequisites:

ACLS course materials can be purchased at Corporate University

**Supplies:** \$35 (Handbook) and/or \$50 (Textbook)

**Employee Cost** (if not covered by unit)

**Non-employee Cost:** \$144 + \$75 skills fee and supplies (as needed).

ACLS online module for non-employee must be purchased from AHA.

**Note:** Computers available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.

## AHA ACLS MegaCode Skills Check Off (with BLS Skills Check Off)

This course is the completion of ACLS HeartCode Renewal after ACLS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Corporate University at (256) 265-8025.

### Prerequisites:

- **BLS HeartCode Online® (CBL)**
- **E-CU9771022 Zoll Defibrillator Review (CBL)**
- **AHA ACLS HeartCode Part I**

**Course #:** ACLS-7000920+

**Non-Employee Cost:** \$75

### Huntsville Hospital Dates & Times:

- Nov 7, 16, Dec 5, 19, 20, Jan 9, 16, 30, Feb 8, 28, Mar 5, 12, 28  
- 8 to 8:30am; 8:30 to 9 am; 9 to 9:30am; 9:30 to 10 am; 10 to 10:30am; 10:30 to 11 am; 11 to 11:30am; 1 to 1:30pm; 1:30 to 2 pm; 2 to 2:30pm; 2:30 to 3pm; 3 to 3:30pm; 3:30 to 4 pm; & 4 to 4:30pm

### Madison Hospital Dates & Times:

- Nov 7, Dec 5 - 7:30 to 8:00am; 8:30 to 9:00am



## AHA • Pediatric Advanced Life Support

### AHA PALS Provider

This course for the Healthcare Professional covers pediatric cardiovascular rhythm interpretation, cardiovascular drug therapy, airway management skills and Zoll defibrillator skills. Students will need to successfully complete online prerequisites in Symplr LEARNING and the AHA Pretest on AHA's website followed by attending the AHA PALS Provider class.

#### Prerequisites:

- Current certification in BLS Healthcare Provider
- E-CU9781022 PALS Zoll Defibrillator Review (CBL)
- E-CU10211022 IO - Intraosseous Access Video
- E-CU10221022 Management of Respiratory Emergencies
- AHA PALS Provider Review (CBL)

Course #: E-CE51161018+

- **AHA Prerequisite pretest:** To access the PALS online pretest; go to [www.elearning.heart.org](http://www.elearning.heart.org), choose "pre-course self assessment and pre-course work" and proceed with the test. Students must have score of 70 or above, and bring copies of their score sheet and completion certificate to class.

Course #: CE55340722      Contact Hours: ABN CE 4.8, ANCC 4.0

Employee Cost: \$100 (if not required for your work)

Non-Employee Cost: \$200      Affiliates Cost: \$195

Supplies: Handbook \$35; Textbook \$55

Huntsville Hospital Dates and Times:

Note: PALS Provider registration must be scheduled with Corporate University, or Patti Elliot for Madison Hospital.

### AHA PALS HeartCode Part I (~4-8 hours online)

A web-based, self-paced didactic course, with the written test included. The course can be taken from any computer. Once the Part I online course is done, the student must sign up for an AHA Skills Check MegaCode, and complete additional prerequisites for that class; this must be completed within 60 days of completing HeartCode.

#### Prerequisites:

PALS course materials can be purchased at Corporate University

Supplies: \$35 (Handbook) and/or \$55 (Textbook)

Employee Cost (if not covered by unit)

Non-Employee Cost: \$144 + \$75 skills fee + supplies (as needed)

PALS online module for non-employee must be purchased from AHA. Note: Computers are available at Corporate University Monday through Friday from 8:00 am to 4:00 pm.

### AHA PALS MegaCode Skills Check Off (with BLS Skills Check Off)

This course is the completion of PALS HeartCode Renewal after PALS HeartCode Part 1. Students have 60 days to complete skills check-off after finishing Part 1 and receiving the certificate of completion. For non-employees, to register, contact Corporate University at (256) 265-8025.

#### Prerequisites:

- BLS HeartCode Online® (CBL)
- E-CU9781022 PALS Zoll Defibrillator Review (CBL)
- E-CU10211022 IO - Intraosseous Access Video
- E-CU10221022 Management of Respiratory Emergencies
- AHA PALS HeartCode Part I

Course #: PALS-7000412+      Non-Employee Cost: \$75

Huntsville Hospital Dates & Times:

Nov 9, 14, Dec 21, Jan 31, Feb 6, 29, Mar 26  
- 8 to 9:00am; 9 to 10:00am; 10:00 to 11:00am; 11:00 to 12:00pm,  
12:00 to 1:00pm; 1 to 2:00pm; 2 to 3:00pm; 3 to 4:00pm

Madison Hospital Dates & Times:

- Nov 7, & Dec 5  
- 10:00 to 12:00am; 1:00 to 3:00pm

### NEW PALS Practice & Review Tools

Corporate University provides courses and tools to support student success. Several new tools have been launched in 2023, listed below.

#### PALS Practice MegaCode Session

This is a refresher course for those obtaining or renewing their PALS certification. The practice session builds confidence in recognizing cardiopulmonary arrest, shock, and respiratory emergencies in the pediatric population.

Course #: PALS-7010123

Please check Symplr LEARNING for dates and times

#### PALS Practice MegaCode Review (ZOOM)

This is a review of PALS materials, allowing time for Q&A, invaluable for some learners. Conveniently provided over ZOOM.

Course #: PALS-7020423

Please check Symplr LEARNING for dates and times.

### Preparing for PALS Renewal Courses

Several online computer-based courses have been developed to help students prepare for their AHA courses. These CBLs feature study guides and other review materials. These CBLs are also prerequisites for initial and renewal classes.

#### Preparing for PALS Renewal

For employees renewing their PALS certification, first employees will be assigned an PALS HeartCode key in Symplr LEARNING. Students also need to be prepared to renew their BLS during their MegaCode session. Prior to the MegaCode session, students need to complete:

- AHA PALS HeartCode Part 1
- BLS HeartCode Online® (CBL)
- And several other prerequisites, outlined in the course description.



## Personal Growth & Safety

### Personal Safety

The organization provides a series of courses designed to empower staff to be prepared to manage aggressive behavior situations and violence in the workplace. These courses support employees by providing tools to recognize and appropriately respond to aggressive behaviors. For more information on this series please contact the Safety and Security Office. The series is called "The Management of Aggressive Behavior" courses or MOAB, and they include:

#### MOAB Introduction & Recertification + Escape 8

Management of Aggressive Behavior class, participants will go through two hours of initial / renewal training on how to recognize, reduce, and manage violent and aggressive behavior. If participants take the course coupled with Escape 8, the top eight strategies are covered.

**Course # for HH:** CE52820123 + CNP01940123

**Hours:** ABN CE 4.8

*Please check Symplr LEARNING for dates and times*



#### MOAB Strategies for Preventing & Diffusing Aggressive Behavior

**Course # for HH:** CE57040123

**Hours:** ABN CE 9.6

#### MOAB Intro with Strategies for Controlling & Restraining Aggressive Behavior

**Course # for HH:** CE531700123

**Hours:** ABN CE 7.2

#### COMING SOON: AVERT: Active Violence Emergency Response Training

### Business Programs



#### EPSI New User Training (ZOOM)

This course introduces new users to the EPSI software, for management/staff that have been given access to the program. The class reviews accessing and drilling down on various financial metrics, as well as how to run reports and look for trending.

**Course #:** BUS0671119+ **Hours:** 1.5

**Instructor:** Misty Hankins

**Dates & Time:** Nov 21, & Dec 19 - 10:00 to 11:30am



#### iCIMS Hiring Manager (ZOOM)

This course reviews how the hiring manager can utilize our applicant tracking program, iCIMS. This platform supports many of the tasks involve in hiring employees including: candidate review, screening, and hiring of new staff to the organization.

**Course #:** CU10251023 **Hours:** 1.0

**Instructor:** Shannon Bjornseth

**Dates & Time:** Mar 19 - 9:00 to 10:00am

#### Kronos Introduction Class (ZOOM)

This course introduces new time and attendance editors to the Kronos time and attendance software. The class reviews time editing, ETO, transferring time to another department, correcting missed time punches, coding for budget hours, moving pay codes, editing holiday pay, worker's compensation, and much more.

**Course #:** BUS0681219 **Hours:** 3.0 hours

**Instructor:** Scotty St. Clair

*Please check Symplr Learning for dates and times*



#### MyTeam Training for NetManagers

This course provides an introduction to the MyTeam features available to NetManagers. Topics covered include: Curriculum/ CBL/ Class enrollment, recording class attendance, basic reporting, and NetCompetency (if applicable).

**Course:** CU10160521+ **Hours:** 1.5 hours

**Instructor:** Angela Pavelchak

**Date & Time:** To schedule a one-on-one class, call (256) 265-8025.

### Computer Skills

#### Microsoft Excel I/II - Basic/Intermediate

This course reviews tool-bars, menus, formatting a worksheet, basic formulas and functions, formatting cells, core functions, data manipulation, and some charting. Course is open to Health System employees only.

**Course #:** CU10060119+ **Hours:** 1.5

**Instructor:** Various

**Supplies:** \$5 (quick reference guide)

**Date & Time:** Nov 10 - 10:30 to 12:00pm

*To schedule a one-on-one class, call (256) 265-8025.*

#### Microsoft Excel Advanced

This course reviews the basics, and more advanced functions including macros, pivot tables and visual basics. For Health System employees only.

**Course #:** CU10180721 **Hours:** 1.5

**Instructor:** Various

**Supplies:** \$5 (quick reference guide)

**Date & Time:** Nov 3 - 8:30 to 10:00am

*To schedule a one-on-one class, call (256) 265-8025.*

#### Microsoft Word

This course reviews the basic functions of Microsoft Word, including: tool-bars, menus, formatting, page set-up and proofing tools, advanced formatting tools, tables, drawing tools. For Health system employees only.

**Course #:** CU9920118+ **Hours:** 1.5

**Instructor:** Various

**Supplies:** \$5 (quick reference guide)

**Date & Time:** Nov 7 - 1:00 to 2:30pm

*To schedule a one-on-one class, call (256) 265-8025.*

#### Microsoft PowerPoint

This course introduces the core ways to utilize PowerPoint. This hands-on class covers the functionality of menus, building presentations, creating templates, presentation tips, animations, using multi-media materials, tables, and other best practices.

**Course #:** CU9930118+ **Hours:** 1.5

**Instructor:** Various

**Supplies:** \$5 (quick reference guide)

**Date & Time:** Nov 14 - 1:00 to 2:30pm

*To schedule a one-on-one class, call (256) 265-8025.*

## Professional Development

### **L** Building Personal Professionalism

#### **L** Emotional Intelligence in the Workplace (ZOOM)

Emotional Intelligence is a proven critical competency in the workplace. In this course students will learn about the four key components of Emotional Intelligence (EI), hallmarks of high emotional intelligence, dangers of emotions out of check, and using these components to start building greater EI competence.

**Course #:** CE58420423 **Contact Hours:** ABN CE 1.2

**Instructor:** Elise Taylor

**Date & Time:** Dec 13, Feb 29 - 1:00 to 2:00pm

#### **L** Finance 101 for Leaders (ZOOM)

This class provides leaders an overview of the financial environment the Health System operates in, payor and reimbursement dynamics, budgeting expectations, and the role leaders have in successfully managing our financial resources. This course is recommended for those new to leadership in the organization. This course is only open to Huntsville Hospital employees.

**Course #:** CE56150922 **Contact Hours:** ABN CE 2.4

**Instructor:** Rob Crawford

**Date & Time:**

- Dec 19 - 9:00 to 11:00am

- Mar 5 - 1:00 to 3:00pm

#### **L** Navigating My Career Journey (ZOOM)

This course reviews practical ways to set the stage for career growth including: strategies for building your network, engaging a mentor for career feedback, developing your plan for career growth, and utilizing benefits that support expanded professional education.

**Course #:** CE57830622 **Contact Hours:** ABN CE 1.2

**Instructor:** Elise Taylor

**Date & Time:** Nov 8, Jan 17 - 1:00 to 2:00pm; Mar 12 - 8:30 to 9:30a

#### **L** Professionalism: Putting Your Best Self Forward (ZOOM)

Professionalism is foundational to lasting success in healthcare and in life. Participants will discuss and apply principles proven to help you be your best. This includes how to communicate in a positive, professional manner; how to develop positive relationships across the healthcare team; how to demonstrate respect; how to be assertive not aggressive; how to assess yourself as a professional and set goals for your future.

**Course #:** CE58410323 **Contact Hours:** ABN CE 1.2

**Instructor:** Various

**Date & Time:** Nov 2, Mar 6 - 1:00 to 2:00pm

#### **L** Time Management Five Choices for Productivity (ZOOM)

This course covers how to differentiate the important from less and non-important as it relates to healthcare and life. Participants will learn strategies for balancing work and life priorities; create habits to identify, schedule, and execute on high impact activities; and discuss challenges and solutions regarding effective time management.

**Course #:** CE52400123 **Contact Hours:** ABN CE 2.4

**Instructor:** Various **Non-Employee Cost:** \$50

**Date & Time:** Nov 9, Feb 20 - 9:00 to 11:00am

### Frontline Refreshment

#### **L** A Monthly Series for Frontline Supervisors (ZOOM)

This series features monthly presentations designed to inform, encourage, and even recharge frontline supervisors.

**Course #:** CE55920123 **Contact Hours:** ABN CE 1.2

- January - **Workplace Violence & Security Update** featuring Brett Bramlett, Director of Security
- March - **Quality and Patient Safety Update** featuring Joycelyn Craighead, VP of Quality & Patient Safety
- April - **Complaints and Grievances** featuring Pat Jackson, Director of Patient Experience

*Topics are subject to change. Search for additional series sessions in Symplr LEARNING, by searching on the course number CE55920123.*



### A Healthier Me

The **Healthier Me** series provides topics to support our workforce, and encourage work / life balance in the areas of Physical, Financial, Mental, Spiritual, and Family Health.

Live ZOOM-hosted sessions are provided, and many of these sessions are taped and transitioned to a computer-based course (CBL) after the initial session, for employee access.

Register in Symplr LEARNING: CE4640621 in contact Hours: ABN CE 1.2.

- December 7 - **Student Loans (ZOOM)**

To explore additional topics in this series or to access our computer-based **Healthier Me** courses search on e-CE54640621.

# Leadership Development • Management Skills

(Please note, class dates are subject to change)

## Better Together

*Diverse & United*

### Diversity, Equity, & Inclusion

In 2020 Huntsville Hospital expanded their commitment to diversity and inclusion as part of the organization's values and goals. As part of that expanded initiative, development opportunities have been expanded for leaders and the workforce. Two Legal Matters classes have been initiated, which are required for all leaders, but open to any staff member.



#### Legal Matters:

##### Communication to Create Inclusive Climates (ZOOM)

This course provides leaders with a better understanding of how to increase inclusivity in their communications, navigate a difficult conversation, and discuss a development path to increase diversity in the workplace. This training is **required for all leaders**, but open to any staff member.

**Course #:** CE56830123 **Contact Hours:** ABN CE 1.8

**Instructor:** Nakimuli Davis-Primer

**Dates & Times:** Nov 16 - 11:00 to 12:30pm

Please check Symplr LEARNING for additional classes



#### Legal Matters:

##### Unconscious Bias Training for Leaders (ZOOM)

This course provides leaders with a better understanding of how to recognize implicit bias, how it can impact decision making, and how to reduce the influence of implicit bias in the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm. This training is **required for all leaders**, but open to any staff member.

**Course #:** CE56820123 **Contact Hours:** ABN CE 1.8

**Instructor:** Nakimuli Davis-Primer

**Dates & Times:** Nov 16 - 8:30 to 10am

Please check Symplr LEARNING for additional classes

### DEI Online Development

Several of the classes in this series have been transitioned to computer-based courses, featuring narrated content from key community and hospital instructors. This provides a convenient way to complete courses at a convenient time for the student. Once the course is completed, it can be revisited by the student at any time. For questions or concerns contact Corporate University.



#### Understanding Spiritual / Religious Diversity (CBL)

This course provides a better understanding of how to be aware of and respond to spiritual and religious diversity for our patient population, and resources to support healthcare professionals.

**Course #:** E-CE57340122 **Contact Hours:** ABN CE 1.8

**Instructor:** various

Please check Symplr LEARNING for dates and times



#### Increasing Cultural Sensitivity in the Healthcare Environment (CBL)

This course introduces employees to the diverse cultural make-up of our community and identifies how different cultures perceive medical emergencies and therefore what barriers may influence care of foreign-born patients.

**Course #:** E-CE522830123 **Contact Hours:** ABN CE 1.8

**Instructor:** Kamilah Torres

#### Diversity in Healthcare (CBL)

This course reviews strategies for appreciating and supporting diversity, ways to build cultural competence, and in turn provide the very best patient care. This course is available to all staff member and it is **required for all newly hired employees**.

**Course #:** E-HR2120123



Class counts toward the annual goal for Huntsville Hospital Leaders.

For ZOOM-hosted classes, registration closes the day prior to class.

# Leadership Development • Management Skills

(Please note, class dates are subject to change)



## Legal Matters:



### ADA & Retaliation, What You Need to Know (ZOOM)

In this interactive course, you will learn about the Americans with Disabilities Act and how best to comply. This class will cover how the law protects employees in defined “protected classes”, and how leaders can help them too. The course also covers retaliation – what it means, what it looks like, and how not to retaliate. The course provides insight on how harassment fits into the challenges of accommodation in the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE5710222 **Contact Hours:** ABN CE 1.8

**Instructor:** Rachel Barlotta **Date & Time:** Nov 15 - 1 to 2:30pm  
Please check Symplr LEARNING for additional dates and times



### Legal Matters: Bullying in the Workplace (ZOOM)

This course provides leaders with a better understanding of how to recognize and combat workplace bullying; and legal issues surrounding this management challenge. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE51170722 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta  
Please check Symplr LEARNING for dates and times



## Legal Matters:

### Communication Challenges with Employees (ZOOM)

This course provides leaders with a better understanding of how to handle specific communication challenges with employees, legal issues surrounding communication, and strategies for reaching constructive outcomes. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE57790622 **Contact Hours:** ABN CE 1.8

**Instructor:** Rachel Barlotta **Dates & Times:** Nov 15 - 8:30 to 10am  
Please check Symplr LEARNING for additional dates and times



## Legal Matters:

### Managing Employees in a Challenging Environment (ZOOM)

This course provides leaders with a better understanding of legal issues associated with managing challenging employees while keeping legal risks to a minimum. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** CE51180722 **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta **Dates & Times:** Nov 15 - 10:30 to 12pm  
Please check Symplr LEARNING for additional dates and times

## HR Legal Courses

The Legal Matters Series, provides guidance and review of topics that are critical for leaders regarding employment law. This series features faculty members from the Baker Donelson law firm, all specializing in employment law. All courses in this series carry leadership credit.



### NEW: Legal Matters:

#### Professionalism in a Politically Polarized, Post-Pandemic World

This course reviews the law surrounding some of the polarizing societal issues facing the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** coming soon **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta

Please check Symplr LEARNING for dates and times.



### NEW: Legal Matters: Workplace Accommodations 2.0

This course reviews the most recent federal law surrounding accommodation, ADA, critical for leaders to understand in the workplace. Faculty members are attorneys specialized in employment law, from the Baker Donelson law firm.

**Course #:** coming soon **Contact Hours:** ABN CE 1.2

**Instructor:** Rachel Barlotta

Please check Symplr Learning for dates and times.



### A Leader's Guide to Worker's Compensation

This class was developed to guide leaders through the management issues of worker's compensation. The participants will have an overview of worker's compensation regulation, and learn about strategies to lower worker's compensation injuries. For Huntsville Hospital managers only.

**Course #:** CE51210722

**Contact Hours:** ABN CE 1.2; ANCC CE 1.0

**Instructor:** Sherree Clark/ Jennifer Fortenberry

**Dates & Times:** Feb 27 - 9:00 to 10:00am



## NEW LEADER ORIENTATION

If you are new to leadership, or simply refreshing your leadership journey, this course provides a foundation for your leadership role in the organization.

Participants gain insight into the history of Huntsville Hospital Health System, guiding principals for the organization, expectations for leaders, and resources needed to lead. Leaders also receive a detailed overview of the Human Resource processes for managing staff. This course is Zoom-hosted, and is 2.5 hours in duration.

For more information contact Heather T. Mitchell, Heather.T.Mitchell@hhsys.org, or call Corporate University at 256-265-8025.

# Leadership Development • Management Skills

(Please note, class dates are subject to change)

## Tools to Build a Strong Team

Employees are our greatest asset, and this series provides training for building and leading effective, cohesive teams in healthcare.

### **L** Authentic Appreciation (ZOOM)

Authentic appreciation and recognition have been identified as critical components to building positive outcomes in the workplace. Participants will gain insight into how recognition and appreciation tie into employee engagement. Participants will also learn about the 5 Languages of Workplace Appreciation and how to best incorporate all types of appreciation preferences throughout diverse teams. The course also provides an overview of HH staff recognition programs and other resources to support leaders.

**Course #:** CE58600723 **Contact Hours:** ABN CE 1.8

**Instructors:** Ember Hill

**Dates & Times:** Feb 15 - 1:00 to 2:30 pm

**To schedule a special session email Heather Mitchell.**

### **L** Coaching for Success (ZOOM)

As a leader, coaching is a critical skill you are called to share every day. This workshop reviews effective coaching communication skills, strategies to support and build up your team, and tools to maximize performance and growth. In this session you will also have an opportunity to practice coaching through case studies.

**Course #:** CE56700123 **Contact Hours:** ABN CE 2.4

**Instructor:** Cynthia Traylor

**Date & Time:**

- Dec 6 - 1:00 to 3:00 pm

- Mar 6 - 8:30 to 10:30am

### **L** Corporate Communication Skills for Leaders (ZOOM)

Effective communication skills are critical for leadership success. This course covers key communication skills for leaders, including but not limited to: effective presentation skills, team communication strategies, business writing, and much more to support managing others.

**Course #:** CE57330122 **Contact Hours:** ABN CE 1.8

**Instructor:** Various

**Date & Time:** Dec 5 - 1:00 to 2:30pm

### **L** Difficult Conversations

Healthy dialogue promotes a healthy workplace! Effectively addressing a difficult situation is a critical skill we all need to possess. This class provides skill building for managers and team members on how to discuss uncomfortable workplace issues, learn what your communication style is under stress, and how you can avoid the communication traps of silence or aggression that undermine teamwork. The course features opportunities to practice, strengthening your skills.

**Course #:** CE55260122 **Hours:** ABN CE 2.4

**Instructor:** Heather Mitchell **Non-Employee Cost:** \$50

**Dates & Times:**

- Dec 6, Jan 18, Feb 15 - 9:00 to 11:00am

- Nov 14 - 1:00 to 3:00pm



### **L** How Great Leaders Drive Employee Engagement (ZOOM)

This course is focused on understanding employee engagement and the strategies for driving higher engagement in the work area. Key strategies include improving workplace climate, trust, and how to best support staff so that engagement can thrive.

**Course #:** CE50910722 **Contact Hours:** ABN CE 1.8

**Instructor:** Elise Taylor

**Dates & Times:**

• Jan 13, Feb 27 - 8:30 to 10:00am;

• Nov 16, Mar 25 - 1:00 to 2:30pm

### **L** HRO Instilling a Fair and Just Culture

This course is **required** and designed for leaders, covering how to incorporate Fair and Just Culture into management of staff. Additionally the class covers proper Investigation of safety events, using the PMDG algorithm to classify disciplinary actions with staff, and the appropriate paperwork for our Health System. The class includes case studies, and learning activities.

**Course #:** CE55370122 **Contact Hours:** ABN CE 3.0

**Instructors:** Cynthia Traylor, Vicky McClain

**Dates & Times:**

• Mar 19 - 1:00 to 3:30 pm

• Nov 1, Feb 13 - 8:30 to 11:00am

### **L** Leading Across the Generations in Healthcare (ZOOM)

Understanding generational differences and the value each generation brings to a team promotes a healthy workplace. This course covers effective ways to communicate, support, and develop a multi-generational workforce while building teamwork.

**Course #:** CE57780622 **Contact Hours:** ABN CE 1.8

**Instructors:** Heather Mitchell & Elise Taylor

**Dates & Times:**

• Nov 20, Feb 26 - 1:00 to 2:30pm;

• Jan 15 - 2:00 to 3:30pm

**L** Class counts toward the annual goal for Huntsville Hospital Leaders.

For ZOOM-hosted classes, registration closes the day prior to class.

**Managing Attendance & Related Workforce Challenges (ZOOM)**

This course provides direction for issues related to managing staff attendance. In this course, participants review the hospital and department-specific policies, issues related to points, different types of leave, and management responsibilities with these challenges.

**Course #:** CE51200722 **Contact Hours:** ABN CE 2.4

**Instructors:** Connie Poole & Paige Bastin

**Dates & Times:**

- Feb 29 - 9:00 to 11:00am
- November 9 - 1:00 to 3:00pm

**Real Colors For Leaders**

Designed for leaders, this class expands on the Real Colors Personality Workshop to provide insight and tools to enhance teamwork while harnessing unique strengths of each personality type.

**Prerequisite:** Real Colors Personality Workshop

**Course #:** CE57540322 **Contact Hours:** ABN CE 1.8

**Instructors:** Ember Hill & Heather Mitchell

**Date & Time:** Dec 5, Mar 28 - 9:00 to 11:00am

**Mastering the Evaluation Process (ZOOM)**

As a leader, providing guidance and feedback to newly hired and existing staff through the evaluation process is a critical role. In this class students will review strategies for developing and delivering provisional and annual evaluations. This class also covers evaluation tools utilized in the Health System.

**Course #:** CE53210123 **Contact Hours:** ABN CE 1.8

**Instructors:** Cynthia Traylor

Please check Symplr LEARNING for dates and times

**Recruiting Strategies for Leaders (ZOOM)**

Building a strong team starts with the recruitment process. Great leaders adopt new and innovative ways to recruit talent to their team. This course covers innovative ways to recruit the best talent, utilize technology to help your search, partner with your recruiter, and take advantage of new ways to reach the applicants you seek. The course covers tools and activities for maximizing your efforts.

**Course #:** CE54910123 **Contact Hours:** ABN CE 1.2

**Instructor:** Shannon Bjornseth

**Dates & Times:** Nov 29, Feb 8 - 9:00 to 10:00am

**Real Colors Personality Workshop**

The basis of this workshop is the Real Colors Personality Instrument: a user-friendly, intuitive tool that identifies our different personality types and how different personality types work as a team.

**Course #:** CE55950722 **Contact Hours:** ABN CE 2.4

**Instructors:** Ember Hill & Heather Mitchell

**Date & Time:**

- Nov 30, Feb 22 - 1:00 to 3:00pm
- Mar 20 - 9:00 to 11:00am

To schedule a special session email Heather Mitchell.

**Selecting the Right Employee (ZOOM)**

Part of a manager's job is to recruit, select, and cultivate a strong team. In this class leaders will learn strategies for selection the right staff. Participants will learn best practices on developing the successful candidate profile and in turn hire the right employees. The course also reviews how iCIMS supports this process.

**Course #:** CE51190222 **Contact Hours:** ABN CE 2.4;

**Instructor:** Beverly Burke / Fannie Proctor

**Dates & Times:** December 6 - 9:00 to 11:00am

**Community Classes**

For the class schedule and to register go to [HHWomenandChildren.org/classes](https://www.HHWomenandChildren.org/classes), or call 256-265-7286.

**Safe Sitter**

This nationally, pediatrician-developed program prepares young adolescents for the responsibilities of babysitting, nurturing, and protecting children in their care. The class addresses child care essentials, injury prevention, basic CPR skills, safety for the sitter and much more. This is a 10-hr course taught on 2 consecutive days. Participants age is 11-14.

**Instructor:** Ellen Harris **Emp. Cost:** \$56

**Non-Employee Cost:** \$70

**Guy Talk**

This is a class that addresses issues of physical development and emotional changes during puberty, and the introduction of human reproduction. This class fosters communication between parents & children and addresses potential anxieties that accompany this stage of adolescent development. Recommended for guys age 9-13 with an adult. **Instructor:** Eugene Johnson **Emp. Cost:** \$28 **Non-Emp. Cost:** \$35

**Girl Talk I**

Girl Talk I addresses issues of maturation, focusing primarily on physical changes of puberty, and introduction of the female reproductive system. This class also fosters open communication between parents and children and address related anxieties. Recommended for girls ages 9-12 with an adult.

**Instructors:** Ellen Harris, Karen Ivey **Emp. Cost:** \$28

**Non-Employee Cost:** \$35

**Girl Talk II**

Girl Talk II addresses issues of emotional changes of puberty, and the introduction of human reproduction. This class fosters open communication between parents and children and provide factual information to address potential anxieties that typically accompany adolescent development. Recommended for girls ages 9-14 with an adult.

**Instructors:** Ellen Harris, Karen Ivey

**Emp Cost:** \$28 **Non-Employee Cost:** \$35

**Prerequisites:** Girl Talk I recommended

# Corporate University Overview

## How to Contact Us

Phone: 256-265-8025; Fax: 256-265-9417

### Office Hours:

Monday through Thursday: 7:30 am - 4:30 pm  
 Fridays: 7:30 - 2:00 pm

### Street Address:

109 Governors Drive, SW; Huntsville, AL 35801

### Mailing Address:

P.O. Box 1167; Huntsville, AL 35807

Web: [www.huntsvillehospital.org](http://www.huntsvillehospital.org)

## How to Register

### For Classes:

Visit Huntsville Hospital's Corporate University's offices; or to register with a Visa/Mastercard/American Express/Discover, call 256-265-8025.

### For Conferences:

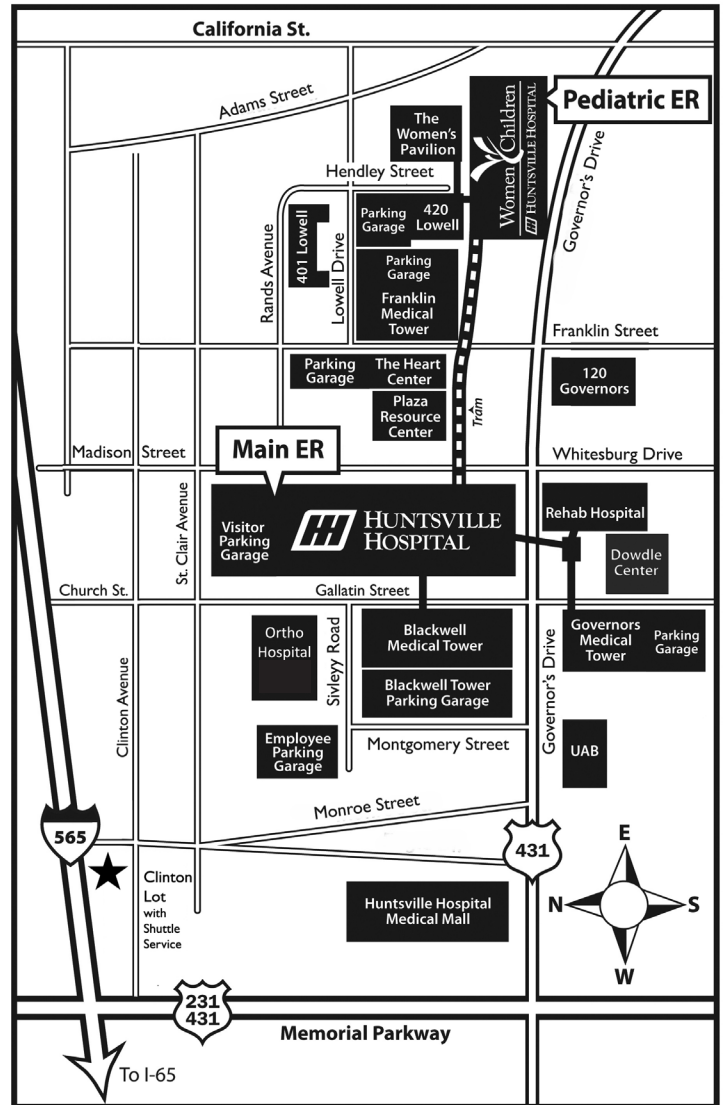
Online registration is available at [huntsvillehospital.org/conferences](http://huntsvillehospital.org/conferences). Simply click on the conference title, and the registration website will guide you through the registration process.

## Parking and Class Preparation

Employees are required to park in their regularly assigned parking, and to be in dress code while attending classes. Guest parking varies; please call (256) 265-8025 beforehand for parking guidance.

## 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 sent to the address provided at the time of registration.



## Location of the Cochran Training Facility

