

**The National Association
of Health Unit Coordinators, Inc.
(NAHUC)
30th Annual
Education Conference**



**Climbing the Ladder of
Professionalism**

**Loews Lake Las Vegas
Henderson, Nevada
August 3-6, 2011**

NAHUC 2011 Annual Education Conference

The National Association of Health Unit Coordinators, Inc. (NAHUC) is the professional association for health unit coordinators. NAHUC is dedicated to promoting health unit coordinating as a profession through education and certification, complying with the NAHUC Standards of Practice, Standards of Education, and Code of Ethics.

The NAHUC 2011 Education Conference is open to all audiences involved in health care, including health unit coordinators (also known as unit secretaries, unit clerks, ward clerks, information coordinators), supervisors, educators, and administrators.

NAHUC Continuing Education Contact Hours:

14.0 NAHUC education contact hours are available for this conference. Any attendee who is absent from an education session for 15 minutes or longer will not be eligible to receive a contact hour certificate for that session.

Special Events

Orientation (Wednesday, 4:15-4:45 PM)

A short introduction to the conference and host city to help you get the most out of the conference. All are welcome.

Welcome Reception (Wednesday, 6:30-9:00 PM)

This is an opportunity to meet and network with health unit coordinators from across the country. Hors-d'oeuvres will be served.

Poster Contest (Wednesday during the Welcome Reception)

Poster contest entrants will present the posters they've designed. For contest rules, visit the NAHUC web site.

Poker Walk (Thursday, Friday, Saturday, 6:30-7:30 AM) Participate in the poker walk or physical activity of your choice. Each morning check in, go exercise, and when you return, pick cards for a chance to win a prize.

Continental Breakfast (Thursday, Friday, Saturday, 7:00-8:00 AM) A continental breakfast buffet will be offered to registered participants.

Networking Luncheon (Thursday, 12:00-1:15 PM) Network with your peers while enjoying lunch. Cost \$25 per person.

Educators' Roundtable (Thursday, 7:15-8:15 AM) Informal, but stimulating discussions and collaborative solutions to the challenges HUC educators face.

General Assembly (Thursday, 3:30-4:30 PM) The annual NAHUC business meeting is held on Thursday afternoon. All members are encouraged to participate; all non-members are invited to observe. The national annual awards are presented during the meeting.

NAHUC Committee Roundtables (Friday, 7:15-8:15 AM) If you are a committee member or want to learn more about NAHUC committees, please attend.

Exhibit, Region, and Chapter Display Tables

For a vendor, region, or chapter table agreement form, visit www.nahuc.org or contact the NAHUC office by July 1, 2011.

Memorial Service (Saturday during Closing Ceremony)

The Memorial Service is a time to remember those friends of NAHUC who have passed on. If you know of someone to honor, please contact the NAHUC office.

Entertainment and Tourism

Visit <http://www.visitlasvegas.com/vegas/index.jsp> or <http://www.visithenderson.com/> for tourist information.

Transportation between Loews Lake Las Vegas and the shopping district will be available on Thursday evening. Round trip = \$10.00 per person. Capacity is limited; payment must be submitted with registration.

Transportation between Loews Lake Las Vegas and the Las Vegas Strip will be available on Friday evening. Round trip = \$20.00 per person. Capacity is limited; payment must be submitted with registration.

Conference attendees are responsible for making their own transportation and lodging arrangements.

Conference registration fee does not include transportation, lodging or meals.

Conference Site and Accommodations

Hotel

Loews Lake Las Vegas
101 Montelago Blvd, Lake Las Vegas NV 89011
Local Phone: (702)567-6000 Reservations: (877)285-6397
Use the group code "NAH811".

Double and King rooms can be reserved via phone.

King rooms can be reserved via the website:

<http://www.loewshotels.com/en/Lake-Las-Vegas-Resort> Choose the desired stay dates. Under partner/group rates, use the drop down menu to select "group". Under code, enter NAH811.

Room Rates

(If booked by July 7, 2011 and subject to availability*)

Double or King = \$99 plus 12 % room tax*

Loews Lake Las Vegas requires all reservations must be guaranteed with a major credit card. Refunds issued only if cancellation notice received at least 24 hours prior to scheduled arrival. At check-in, each guest will have the opportunity to reconfirm his or her departure date. Any guest departing prior to that date will be assessed a \$100.00 charge. The Resort Fee has been waived for the NAHUC group. Check-in time is 3:00 PM and check-out time is 12:00 PM.

These rates are available from Sunday, July 31 through Sunday, August 7, 2011 and are subject to availability at time of request.

***A limited number of rooms are available and will be available until July 7 or until full, whichever comes first.**

Room Sharing

If you are interested in sharing a room, please contact the NAHUC office with your name, address, phone, email, and smoking preference. There is no guarantee of a match for sharing.

Transportation and Parking*

Airport

McCarran International Airport (LAS) is located in Las Vegas, NV. The airport is serviced by more than 20 carriers including, but not limited to, Air Tran, Alaska Air, Allegiant, American Airlines, Continental, Delta, Frontier, Jet Blue, Southwest, Spirit, United Airlines, and WestJet.

Ground Transportation*

There is no shuttle between the airport and Loews Lake Las Vegas. Please plan for your travel expenses accordingly. If you are flying to McCarran (LAS) airport, taxis are available for approximately \$70.00 one way. Numerous private limo companies provide transportation when arranged in advance. More info is available at http://www.mccarran.com/03_index.aspx or by searching “shuttle between mccarran airport and henderson nevada” You may want to “shop around” and/or coordinate your travel times with others in order to share the ground transportation expense.

Hotel Parking*

On-site self parking is complimentary. Valet parking is \$15 USD daily

*** Please note that hotel tax, transportation and parking rates are all subject to change.**

Presenters and Topics (In Order of Appearance)

NAHUC Education Board Pre-conference “Certification Exam Review Workshop”

Linda Winslow is the Staff Development Coordinator at Marquette General Health System in Marquette, Michigan and is the Director of the NAHUC Education Board.

The goal of this workshop is to provide participants a framework to assess their individual needs for future study for the exam.

Jane MacAlla, Brianna Goehring, and Ashley Mitchell Session 1A “Making Yourself Invaluable – Surviving CPOE”

Jane is the H.U.C. Manager, Brianna is the H.U.C. Educator, and Ashley is the H.U.C. Team Leader at Children’s Medical Center in Dallas, TX. When they implemented CPOE, they proactively demonstrated to senior leadership that the HUC’s were an integral part of the team and although the focus and scope of the position might change, they were still invaluable.

Learning Objectives:

1. Demonstrate how to be proactive during the transition to CPOE.
2. Describe how the H.U.C. is an integral part of the healthcare team.
3. Identify ways the H.U.C. role can change without diminishing.

Presenters and Topics (In Order of Appearance)

Terri Anne Flint, Ph.D., L.C.S.W. Session 2A “Three Elements of Being a Successful Professional: Change, Engagement and Energy”

Dr. Terri Anne Flint is the Director of Employee Health for Intermountain Healthcare. She has 21 years of experience in supporting individual employees and hospital teams become healthy and resilient, especially in troubled times. Change management, hardiness and communication are some of her favorite topics to teach and coach. To take care of herself, she lives in Park City, a ski resort town, where she loves to ski, read, garden and ride her horses, Henri and Gus.

Learning Objectives:

1. Identify the skills of being a change master.
2. Identify the skills of being an engaged employee.
3. Identify the skills of managing personal energy.

Elisabeth O. Caison, BSN Session 3A “Take the Time for You: Professional Development”

Elisabeth is the Director of Clinical Education and Support Services at Riverside Shore Memorial Hospital in Nassawadox, VA. Elisabeth works with various committees, inservices related to clinical education, workplace violence, and current healthcare topics.

Learning Objectives:

1. Verbalize one reason why you work as a health unit coordinator.
2. Discuss short and long term professional goals.
3. Recite one of the following from NAHUC: mission statement, vision, standards, cost of certification exam, or values.
4. Draw a picture of your favorite thing that you do at work each day.
5. Write a paragraph telling why you are valued at your job.
6. “Act” out a brief skit with your group which displays how you get things done.

Marianne Scarcelli Session 4A “Increasing Donor Awareness”

Marianne is the Hospital Development Coordinator for Nevada Donor Network (NDN), a federally designated, not-for-profit organ, tissue, and eye procurement organization. NDN is responsible for the coordination, recovery, and distribution of donated human organs and tissues for transplantation and medical research throughout the Las Vegas area.

Learning Objectives:

1. Explain the process for organ, tissue, and eye donation.
2. List reasons organ donation is important
3. Describe the health unit coordinator’s role.

**Presenters and Topics
(In Order of Appearance)**

Colleen M. Bristow, MS Session 5A

“You Have to Laugh...The Value of Humor in the Workplace”

Colleen is the Employment Support Specialist at Cincinnati Children’s Medical Center in OH. Colleen is a member of the Society For Human Resource Management.

Learning Objectives:

1. Define humor in general.
2. Discuss background on humor in the workplace.
3. Discuss taking humor seriously in the workplace.
4. List the benefits of humor in the workplace.
5. Discuss how humor can improve the work environment, morale, productivity etc.
6. Discuss potential problematic situations to watch for in relation to workplace humor.
7. Discuss and provide examples of appropriate and inappropriate humor.

Pamela Hernandez, CHUC Session 6A

“Spanish for Healthcare Professionals”

Pam works as a scheduler for Healthsouth Pain Management in Fort Worth, TX. Pam is currently a member of the NAHUC Education Board and has served previously as a region representative.

Learning Objectives:

1. Review basic Spanish terms for medical personnel.
2. Expand knowledge of Spanish phrases in healthcare field.
3. Use tools to review and practice.

Candace Pasterski Session 6B

“Centralized HUC Department Model/Panel Discussion”

Candace is the Director of Clinical Systems Communication at Froedtert Hospital in Milwaukee, WI. Candace began her career in healthcare as a health unit coordinator after completing the H.U.C. program at Waukesha County Technical College.

Learning Objectives:

1. Describe an alternative reporting structure.
2. List the advantages of having a centralized department.

Mary Helen Stricklin, MSN Session 6C

“Advance Directives – Important for HUC’s and Patients”

Mary Helen Stricklin is the Nursing Administration Director of Nursing Excellence and Research at Dixie Regional Medical Center in Saint George, Utah. She has participated in numerous trainings on a variety of topics including health care delivery improvement.

Learning Objectives:

1. Define advance directives.
2. Define the differences between power of attorney, living will, medical treatment plan and POLST.
3. List key processes necessary for the HUC to communicate to the patient about advance directives.
4. Identify why advance directives planning is essential for all.

**Presenters and Topics
(In Order of Appearance)**

Trinidad Acevedo Session 7A

“Critical Thinking and Cultural Diversity”

Trinidad is the Health Unit Coordinator Program Director and Instructor El Paso Community College in Texas. He is also the Pediatric Activities Coordinator at Thomason Hospital.

Learning Objectives:

1. Define culture.
2. Describe different cultural backgrounds and how they affect the patient and their families.
3. Define acculturation.
4. Critically examine cultural myths.

Cassie Gentry M.Ed., RHIA, CHP Session 7B

“Electronic Health Record”

Cassie is the Program Director/Professor of Health Information Technology at the College of Southern Nevada in Las Vegas. Cassie has numerous professional affiliations including being a member of the Assembly on Education with the American Health Information Management Association.

Learning Objectives:

1. Understand the components of an EHR.
2. Describe the changes in workflow and processes with an EHR.
3. List EHR data types and their sources.
4. Identify some characteristics of data quality.
5. Outline key points of HIPAA.

Nadine Stratford, CHUC Session 7C

“Making the Best out of Preparing for the Worst”

Nadine is a health unit coordinator on the Joint Replacement/Spinal Surgery Unit at Dixie Regional Medical Center in Saint George, UT. Nadine is the Communications Director on the NAHUC Board of Directors.

Learning Objectives:

1. Discuss the role of a department safety officer, and how a health unit coordinator may be suited for this role.
2. Recognize the need for regular internal department safety inspections in preparation for JCAHO and other compliance reviews.
3. Discuss processes for department and personal emergency preparedness.
4. Identify the need for and contents of department and personal emergency preparedness kits.

Kimberley J. Campbell, MSN, RN-BC Session 8A

“Are You Ready for a New Job Description?”

Kimberley is the staff educator at East Tennessee’s Children’s Hospital (ETCH) and has been involved with unit coordinator orientation and training for more than four years. Ms. Campbell introduced ETCH to NAHUC and NAHUC Institutional Providership.

Learning Objectives: At the end of this session, the participant will be able to:

1. Describe functions of a job description.
2. Identify major elements of well written job description.
3. Critique sample job descriptions.
4. Reflect on his/her role in updating/developing related job descriptions for an organization.

Schedule of Events

Mon, August 1, Tues, August 2, Weds, August 3

8:00 AM-5:00 PM Board of Directors Meeting
(Participants are encouraged to observe board meetings.)

Tuesday, August 2

5:00 PM-7:00 PM Registration

Wednesday, August 3

8:30 AM-12:30 PM Pre-conference Certification Workshop (add'l fee)

12:30 PM-4:00 PM Registration

2:00 PM-4:00 PM Session 1A

4:15 PM-4:45 PM Orientation Session (no contact hours awarded)

6:30 PM-9:00 PM Welcome Reception & Poster Contest

Thursday, August 4

6:30 AM-7:30 AM Poker Walk

7:00 AM-8:00 AM Continental Breakfast

7:15 AM-8:15 AM Educators' Roundtable (no contact hours awarded)

8:00 AM-8:30 AM Registration

8:30 AM-12:00 PM Session 2A

12:00 PM-1:15PM Networking Lunch (add'l fee)

1:30 PM-3:00 PM Session 3A

3:30 PM-4:30 PM General Assembly (no contact hours awarded)

5:00 PM-6:30 PM Session 4A

5:30 PM-9:30 PM Approximate times for Shopping Transportation
(add'l fee)

PM Humanitarian Opportunity

Friday, August 5

6:30 AM-7:30 AM Poker Walk

7:00 AM-8:00 AM Continental Breakfast

7:15 AM-8:15 AM NAHUC Committee Roundtables (no contact hours
awarded)

8:00 AM-8:30 AM Registration

8:30 AM-10:00 AM Session 5A

10:30 AM-12:00 PM Concurrent Sessions 6A- 6C

12:00 PM-1:15 PM Lunch on own

1:30 PM-3:00 PM Concurrent Sessions 7A-7C

5:00 PM-10:00 PM Approximate times for Las Vegas Strip
Transportation (add'l fee)

Saturday, August 6

6:30 AM-7:30 AM Poker Walk

7:00 AM-8:00 AM Continental Breakfast

8:00 AM-8:30 AM Registration

8:30 AM-10:00 AM Session 8A

10:15 AM-10:45 AM Closing Ceremony

The NAHUC Board of Directors is continuing the tradition of charitable work at conference. If you would like to participate, please stop in on Thursday evening to participate in a community service activity. Look for the "Humanitarian Opportunity".

Conference brochure cover photo credit:
Loews Lake Las Vegas

The NAHUC Program Committee reserves the right to make changes in the program and cannot be held liable for any scheduled event failing to be presented. Be aware that certain procedures and events of the conference are recorded. Your attendance is an implied consent. Please contact the Program Chairperson via the NAHUC office if you have any concerns. For your comfort, we recommend dressing in layers since it is difficult to regulate the classroom room temperatures to please everyone. Please note: there is a limited number of lodging rooms at the reduced rate, a limited amount of classroom space, and a limited number of conference supplies and handouts based on the number of registrations received. While every attempt will be made to accommodate late and on-site registrations, no guarantee can be made that space will be available for late and on-site registrations.

NAHUC 2011 Conference Registration Form

Name: _____ Job Title: _____

Address: _____

City: _____ State/Prov: _____ Zip/PC: _____

Phone Number: (____) _____ E-mail: _____

NAHUC Member # _____ Certification # _____

CERTIFICATION EXAM REVIEW WORKSHOP	<input type="checkbox"/> Wednesday, 8:30-12:30 Fee: \$60. This is a separate workshop; fee is not included in conference registration. Limited seating.
FULL 4-DAY NAHUC CONFERENCE REGISTRATION Circle corresponding member status and postmark date.	NAHUC Members \$225 (postmarked & paid by 6/04) \$255 (postmarked & paid by 7/09) \$300 (on-site registration) Non-member* \$260 (postmarked & paid by 6/04) \$290 (postmarked & paid by 7/09) \$335 (on-site registration) *Call the NAHUC office at 815-633-4351 or visit www.nahuc.org for a membership application to join NAHUC now and take advantage of savings to NAHUC members. Institutional Provider Number: _____ (Registration fee deferred for one attendee from IP) Student Registration fee reduced by 50% with proof of enrollment in a health unit coordinator program.
PARTIAL ATTENDANCE	If you do not plan to attend the entire conference and prefer to pay the daily rate, please check the date(s) attending. <input type="checkbox"/> Wednesday Member \$110, Non-member \$130 <input type="checkbox"/> Thursday Member \$155, Non-member \$175 <input type="checkbox"/> Friday Member \$155, Non-member \$175 <input type="checkbox"/> Saturday Member \$110, Non-member \$130
ENTERTAINMENT	<input type="checkbox"/> Wednesday Welcome. No fee, but check here if attending. <input type="checkbox"/> Thursday Networking Luncheon. \$25 per person. <input type="checkbox"/> Thursday evening round-trip transportation to shopping district. \$10 per person <input type="checkbox"/> Friday evening round-trip transportation to "the Strip". \$20 per person
TOTAL AMOUNT	\$ _____ Include registration fee and fees for entertainment and pre-conference workshop if attending. All mailed and faxed registrations must be postmarked prior to July 8. Those registering after July 8 must register in person on-site.

Refund Policy: 100% if requested by June 3, 2011. 50% if requested after June 3 but before July 8, 2011. No refunds after July 8, 2011.

All refund requests must be made in writing and postmarked with date stipulation above.

Registration is transferable to another registrant for the 2011 annual conference only.

**Directions: Please mark your first (1) and second (2) choices for each time slot where more than one session is offered.
 Sessions accommodate a limited number of participants.
 Requests will be honored as registrations and payments are received according to postmark.**

Wednesday, August 3 2:00 PM-4:00 PM (check if attending) <input type="checkbox"/> 1A MacAlla, Goehring, Mitchell: Invaluable: Surviving CPOE Thursday, August 4 8:30 AM-12:00 PM (check if attending) <input type="checkbox"/> 2A Flint: Three Elements of Being a Successful Professional 1:30 PM-3:00 PM (check if attending) <input type="checkbox"/> 3A Caison: Take Time for You: Professional Development 5:00 PM-6:30 PM (check if attending) <input type="checkbox"/> 4A Scarcelli: Increasing Donor Awareness Friday, August 5 8:30 AM-10:00 AM (check if attending) <input type="checkbox"/> 5A Bristow: You Have to Laugh...The Value of Humor in the Workplace	Friday, August 5 10:30AM-12:00 PM Concurrent Sessions (mark 1st and 2nd choices) <input type="checkbox"/> 6A Hernandez: Spanish for Healthcare Professionals <input type="checkbox"/> 6B Pasterski: Centralized HUC Department Model/Panel Discussion <input type="checkbox"/> 6C Stricklin: Advance Directives – Important for HUC’s and Patients 1:30 PM-3:00 PM Concurrent Sessions (mark 1st and 2nd choices) <input type="checkbox"/> 7A Acevedo: Critical Thinking and Cultural Diversity <input type="checkbox"/> 7B Gentry: Electronic Health Record <input type="checkbox"/> 7C Stratford: Making the Best Out of Preparing for the Worst Saturday, August 6 8:30 AM-10:00AM (check if attending) <input type="checkbox"/> 8A Campbell: Are You Ready for a New Job Description?
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Registration cannot be processed without payment. A check, drawn on a U.S. bank in U.S. funds, made payable to NAHUC, is enclosed for the total amount listed or charge the total amount listed to my MasterCard or Visa.

Card # _____ Exp. Date _____ (not valid without exp. date)

Signature _____

Mail to: NAHUC Program Committee 1947 Madron Road Rockford, IL 61107 or Fax to: 815-633-4438

All mailed & faxed registrations must be postmarked prior to July 8, 2011.

Those registering after July 8 must register in person on-site.

Registration for conference is not processed or confirmed until payment is received in full.

Please contact the NAHUC office at 815-633-4351 or office@nahuc.org with any questions.