

STAFF UPDATE

May 17, 2024



Rainier Beach clinic celebrated Nurses Week last week

NEED TO KNOW

Earthquake drill on May 22nd

It is time for Northwest Kidney Centers' Annual Disaster Drill. This year it will be an earthquake disaster drill and will take place on Wednesday, May 22nd at 9:30 a.m. Our goal is to have 100% participation. This drill is for us to learn and improve on our disaster readiness.

A SnapComms alert will signify the drill is starting. It will momentarily take over the entire screen of the desktop and be clear that it is a drill only. The drill will last for approximately 1 minute. All staff and patients should DROP (if able), COVER & HOLD ON (flyer below includes visual instructions for those using walkers & wheelchairs.)

If You Feel Shaking or Get an Alert:



EarthquakeCountry.org/step5

IT is upgrading phone systems at clinics

Northwest Kidney Centers is changing its phone systems to the cloud .

The schedule for upgrades is:

Go Live Schedule

Clinic	Date
Bellevue	6/19
Broadway	With move to Yesler Terrace
Burien	7/10
Enumclaw	4/30
Everett	5/29
Federal Way East	5/14
Federal Way West	5/8
Fife	5/7
Kent	5/15
Kirkland	6/18
Lake City	6/12
Port Angeles	6/11
Rainier Beach	5/28
Renton	6/26
Scribner	6/11
SeaTac	7/3
Seattle	With move to Yesler Terrace
Snoqualmie Ridge	5/1

(<https://nwkidneyupdate.org/wp-content/uploads/2024/05/Picture45.jpg>)

IT staff will be onsite during the day to support the clinic in case there are any issues , however , there shouldn't be any changes to how you use the phones .

Voicemail will see some changes . You will need to reset your outgoing voicemail message if you are not using the standard message . You'll also need to set a new 6-digit PIN. Any voicemails you currently have saved on your phone will go away with the conversion . In the future , all voicemails will be deleted after 21 days . If you need to save your voicemail , please keep the copy that was emailed to you .

So, what if I have an issue or question

IT will be onsite on the day of the upgrade to address any issues or questions

Who this impacts

All clinical staff that use phones .

Questions

Contact Northwest Kidney Centers Service Desk at 206-292-2579 or support@nwkidney.org (mailto:support@nwkidney.org)

NKC's Employee Scholarship Program deadline is May 31st

Applications for the 2024 Employee Scholarship Program are now available [here](https://forms.office.com/pages/responsepage.aspx?id=JX0yMLLbnUKRAjBmUWCnvBuaxrQNBjRjkdaXVL1RrEVUNjVLVkpWQUtSVktXMUVYWFZKUzBLWkJPMy4u) (https://forms.office.com/pages/responsepage.aspx?id=JX0yMLLbnUKRAjBmUWCnvBuaxrQNBjRjkdaXVL1RrEVUNjVLVkpWQUtSVktXMUVYWFZKUzBLWkJPMy4u). The deadline for applications is May 31st .

Thanks to generous donors , for the 2024 -2025 school year, we have a total of \$14,500 to award to Northwest Kidney Centers staff seeking to advance professionally through higher education .

What can scholarship dollars be used for? Scholarship funds can be used for educational needs which will lead to a two - or four -year academic degree or graduate degree . To apply , you must be a Northwest Kidney Centers employee (full-time or part-time at least 24 hours per week) and have worked at NKC for at least one year .

For additional details or questions about this donor -funded employee program , please view the Employee Scholarship Program Policy in Policy Manager .

Compliance Q&A

Q: I walked away from my desk for a few minutes the other day, and my manager commented that I didn't "lock" my computer screen. I was gone for less than 5 minutes; did I really need to lock it?

A: Yes, you need to lock your screen. Whenever you leave your desk, even for a few seconds, you are required to lock your computer screen. This helps ensure that while you are away from your work area, no one else can access information stored on or accessible from the computer.

How to lock your PC screen:

- Press the Windows button and the L key on your keyboard at the same time.
- Or press and hold Ctrl + Alt + Del and then choose "Lock This Computer."
- You can also tap your badge, the Imprivata Reader, to lock the computer.

How to lock your Mac screen:

- Click the account name (which is usually your name) on the right side of the menu bar across the top of the Mac. Then, click Login Window to lock the Mac.
- Press Control + Command + Q to lock the Mac.

To unlock your screen on either device, press any key and then enter your password.

Q: I sometimes leave my laptop in the office overnight or over the weekend. Is that OK?

A: You should take your laptop home with you each night and over the weekend. We do understand that sometimes that's not possible. If you must leave your laptop in the office overnight or over the weekend, it should never be left sitting out on your desk or in another unsecured area. It must be stored in a locked, secured area, such as a locking desk or file drawer. Laptops should never be left unattended in public areas and should not be left inside a vehicle at any time.

Updates from your Clinical Ed. team

With our transition over to Neway we will be making a change to our Critical Labs Notification process. This change will start on June 3rd

Critical Labs notifications on the weekdays

- Alerts for critical labs will be sent in three different ways:
 - ~~24~~ 24/7 the clinic will receive a real-time fax from Neway.
 - ~~24~~ 24/7 the clinic will receive a real-time alert in eLabs (Neway's software)
 - ~~8~~ Mon-Fri 8AM-5PM and on Sat 8AM-12PM the clinic will receive a phone call from Neway.
- Fax and eLabs alerts happen concurrently in real-time.
- Phone calls are made by the Neway call center during their business hours listed above.
- The clinic will be responsible for notifying the provider and acknowledging the alert in eLabs
- If the alert comes in while the Neway call center is closed, they will call as soon as they open, however, if the alert is already acknowledged in eLabs, they will not call.
- Charge Nurse to check eLabs for critical lab alerts at the beginning and end of their shift.

Critical Labs notifications on the weekends

- Similar to the weekday process, the clinics will receive real-time alerts via fax and eLabs alert. However, for the day they are closed, a backup sister clinic in their region will check their alerts for them in eLabs.



(<https://nwkidneyupdate.org/wp-content/uploads/2024/05/charina.png>)

1. How long have you been with NKC?

I have been with NKC for 7 years and counting . I was hired to work in Auburn Kidney Center as a dialysis tech . I passed my NCLEX recently and transitioning to work as a dialysis nurse at Kent clinic this May 2024 .

2. What is your favorite part of the job ?

My favorite part of my job is it allows me to form a trusting bond with my patients . Also interacting one on one with them and providing the quality of care that they get from me makes a real difference on their challenging times of their life .

3. Why do you love being a nurse ?

Being a nurse is a selfless job . I love being a nurse because I have the ability to care for people and with my compassionate heart it gives me the opportunity to make a beautiful and positive impact on someone's life and that is something I consider a privilege and joy .

4. What are your interests outside work ?

I love spending time with my family , going out camping with family and friends , love dancing and I enjoy singing with our karaoke at home . Lastly as a mom , I love to watch and support my son on all his basketball games .

5. Do you have fun fact about yourself that none or few of your coworkers know ?

Aside from being a BSNRN in the Philippines , I am also a graduate in Bachelor of Science in Physical Therapy before migrating to USA.

NICE TO KNOW

May is Mental Health Awareness Month

During Mental Health Awareness month we want to remind all staff that they have access to our First Choice Health Employee Assistance Program . They have many resources to support your health and wellness including a dedicated section for mental health

support your business including a dedicated section for mental health assistance, childcare resources, webinars and more. To access all EAP has to offer click [here](https://fch.personaladvantage.com/) .(https://fch.personaladvantage.com/) Then just enter the organization name, NWKIDNEY and you will be logged in.

New IT intake forms available on KNET

We've created easy forms for our staff to use if they need IT or Clarity Requests. You'll go to the K-Net home page, then click the link in the top right corner:

[gency](#) | [IT Intake Forms](#) | [IT ServiceDesk](#)

System Status: ✔ Operational

(<https://nwkidneyupdate.org/wp-content/uploads/2024/05/intake-1.png>)

You'll be taken to a page where you will choose the request type:

IT Intake Forms

[Clarity Project Request](#)

[Data Request](#)

[IT Project Request](#)

(<https://nwkidneyupdate.org/wp-content/uploads/2024/05/Intake-2.png>)

For an example of a form, here is what you'll see when you click IT Project Request:

IT Projects

For new software or IT projects. Not for data requests.

Name *

Email Address *

Manager *

Subject *

Keep to 5 words or less.

(<https://nwkidneyupdate.org/wp-content/uploads/2024/05/Intake-3.png>)

The form will have fields for the details to be included and you can also add attachments. Once the form is submitted you will receive a confirmation email. The IT team will be alerted of your request, and they will follow up with you.

May is Asian American, Native Hawaiian and Pacific Islander Heritage Month

Looking to learn more about AANHPI month? Here are a list of local groups and activities put together by Northwest Kidney Centers' Equity and Partnerships Director Erin Lee.

Local events:

1. Asian American, Native Hawaiian & Pacific Islander Heritage Night at the Mariners Game: <https://www.mlb.com/mariners/tickets/specials/asian-american-pacific-islander> (<https://www.mlb.com/mariners/tickets/specials/asian-american-pacific-islander>)

Other resources to learn more about Asian American communities in the Pacific Northwest

1. <https://www.wingluke.org/cid> (<https://www.wingluke.org/cid>)
2. Nihonmachi Alley: <https://www.wingluke.org/exhibit-nihonmachi-alley> (<https://www.wingluke.org/exhibit-nihonmachi-alley>)

Pronoun badges are now available

Northwest Kidney Centers is rooted in caring and fosters respect and dignity for patients and staff alike. Just as we respect our co-workers about personal matters like parenthood, marital status and medical history, we are respectful of our colleagues' gender identities.

People who are constantly questioned or misgendered can feel excluded and alienated when assumptions are made about their gender identity. Using someone's correct name and pronouns is an important way to demonstrate respect and courtesy in the workplace and support the people you work with.

New pronoun badges are in! If you are interested in receiving a new pronoun badge, please fill out the accompanied survey

[here \(https://lp.constantcontactpages.com/sv/34Jb2tx\)](https://lp.constantcontactpages.com/sv/34Jb2tx). The following pronoun badges are available: she/her, he/him, and they/them. You can place the new pronoun badge behind your current name badge.

Check out these articles to learn more about pronoun usage:

1. [https://www.stonewall.org.uk/workplace-trans-inclusion-hub/beginner-s-guide-pronouns-and-using-pronouns-workplace#:~:text=Pronouns%20are%20words%20we%20use,are%20some%20examples%20of%20pronouns_\(https://www.stonewall.org.uk/workplace-trans-inclusion-hub/beginner%E2%80%99s-guide-pronouns-and-using-pronouns-workplace#:~:text=Pronouns%20are%20words%20we%20use,are%20some%20examples%20of%20pronouns\)](https://www.stonewall.org.uk/workplace-trans-inclusion-hub/beginner-s-guide-pronouns-and-using-pronouns-workplace#:~:text=Pronouns%20are%20words%20we%20use,are%20some%20examples%20of%20pronouns_(https://www.stonewall.org.uk/workplace-trans-inclusion-hub/beginner%E2%80%99s-guide-pronouns-and-using-pronouns-workplace#:~:text=Pronouns%20are%20words%20we%20use,are%20some%20examples%20of%20pronouns)).
2. [https://www.npr.org/2021/06/02/996319297/gender-identity-pronouns-expression-guide-lgbtq_\(https://www.npr.org/2021/06/02/996319297/gender-identity-pronouns-expression-guide-lgbtq\)](https://www.npr.org/2021/06/02/996319297/gender-identity-pronouns-expression-guide-lgbtq_(https://www.npr.org/2021/06/02/996319297/gender-identity-pronouns-expression-guide-lgbtq))
3. [https://www.glsen.org/activity/pronouns-guide-glsen_\(https://www.glsen.org/activity/pronouns-guide-glsen\)](https://www.glsen.org/activity/pronouns-guide-glsen_(https://www.glsen.org/activity/pronouns-guide-glsen))

2024 Seattle Pride parade signups are now available

This year marks the 50th year of celebration for Seattle Pride – please join your colleagues at Northwest Kidney Centers as we proudly march in support of the LGBTQIA2S+ community. It's not just a parade – it's a powerful statement of inclusivity and acceptance. First-timers and seasoned marchers alike, we want you all to be a part of our parade contingent. All staff are welcome to join Northwest Kidney Centers in the annual Seattle Pride Parade on Sunday, June 30th. Staff are encouraged to bring their partners and families to participate in the parade -- all are welcome, we just need an accurate headcount. If you are interested in marching with us, please let us know by emailing erin.lee@nwkidney.org (mailto:erin.lee@nwkidney.org).

Community Partner Events & Sponsorship request form

Investing our time, energy, and efforts in community-based partnerships is important to our success as an organization. It is crucial for us to actively engage with and in the communities we serve! One effective avenue for sharing information about kidney disease and extending our support to the community is through participation in community events.

Have you come across or are you aware of any upcoming events within the community that Northwest Kidney Centers should participate in or endorse? Is there an upcoming health fair or volunteer opportunity NKC should attend or engage in? Is there an event or organization seeking sponsorship? If your answer is yes, please take a moment to complete this form, providing all pertinent event details for review by our Equity and Partnerships Director. This will be the space to share upcoming events ongoing! Every

event and sponsorship request will be thoroughly evaluated based on alignment with our mission, vision, and partnership goals.

Have any questions? Please reach out to Erin Lee to learn more about getting involved with community partnership efforts.

Link to form: <https://ultra.com/49Kvial> (<https://ultra.com/49Kvial>)