

STAFF UPDATE

June 14th, 2024



Juneteenth is Wednesday , June 19th

NEED TO KNOW

Employee handbook review will be sent to all employees on June 18th

We've updated our NKC Employee handbook , and an attestation document will be sent to all employees via DocuSign next week . All employees will need to read the handbook and sign the attestation document via DocuSign that confirms you've read , understand it and have had an opportunity to ask questions about anything you don't understand . Staff can currently view the handbook on [KNET\(https://knet.nwkidney.org/docs/1717430987253.pdf?t=638537190470621622\)](https://knet.nwkidney.org/docs/1717430987253.pdf?t=638537190470621622). If you have any questions , please contact Robin Larmer at Robin.Larmer@nwkidney.org (mailto:Robin.Larmer@nwkidney.org).

Clinical Education is going on the road

Coming to clinics near you over the next few months , the clinical education team is helping educate and reset expectations regarding certain policies & procedures . If you are unable to attend your own clinic's roadshow , feel free to join at another clinic . Just reach out to educationlist@nwkidney.org (mailto:educationlist@nwkidney.org). View the road show calendar on [KNET\(https://knet.nwkidney.org/docs/1717599760799.pdf?t=638532008109537297\)](https://knet.nwkidney.org/docs/1717599760799.pdf?t=638532008109537297).

Updated email signatures are coming soon

Starting July 1, all employees will have updated e-signatures attached to their Outlook emails . Updates include streamlining the information presented , updated social media icons and the addition of a Northwest Kidney Centers campaign , which may change periodically . See the example below . Please note that clinical staff will have their clinic location and fax numbers included in their signature . If you have questions about the new signature , reach out to the Communications team at communications@nwkidney.org .



Stephanie Pitts
Vice President of Marketing and Communications
Pronouns: She/Her/Hers
Tel: 206-720-8510 | www.nwkidney.org



Proud to be the premier nonprofit dialysis provider, serving patients since 1962

(<https://nwkidneyupdate.org/wp-content/uploads/2024/06/Picture1.png>)

New employee e-learning tool launching in July

Northwest Kidney Centers' will be launching a new e-learning tool called MedTrainer in late July. This will replace Relias, offering access to more trainings /accreditations and easier navigation. MedTrainer will still be accessed via KNET and will have a dedicated resource page on K-Net as well. Staff will still be able to use Relias until the launch of MedTrainer on July 22nd. Staff Relias training transcripts will also be transferred to MedTrainer. More information will be shared as we get closer to the launch date. To learn more about MedTrainer click [here \(https://www.youtube.com/watch?v=Y1rkltxuXw8\)](https://www.youtube.com/watch?v=Y1rkltxuXw8).

New perks to support your wellness

Monday, June 10th kicked off Massage Monday! Staff will be able to take advantage of 15-minute therapeutic chair massages performed by licensed massage therapists. Massages will be offered from 9 a.m.-6 p.m. at a different location each week. Look for more information and sign-up sheets from the People Team. Staff are asked to complete an intake form (see link [concent_health_intake_form_for_chair_massage.docx \(https://1drv.ms/w/s!Ai0-CGQHakufiFez4BLdQvrQWrFo?e=WpvEfg\)](https://1drv.ms/w/s!Ai0-CGQHakufiFez4BLdQvrQWrFo?e=WpvEfg)) prior to a massage.

In August we will kick off "Wellness Wednesdays" with workshops hosted by a licensed mental health therapist. The 60-minute workshops will be recorded and made available to those who cannot attend. Have suggestions for workshop topics? Email the People Team at [people@nwkidney.org \(mailto:people@nwkidney.org\)](mailto:people@nwkidney.org).

Additionally, you and your family members can now join LA Fitness with no initiation fee for only \$34 a month. This deal can be used at any LA Fitness location. Contact the People Team to receive your voucher for the Northwest Kidney Centers discount.

Compliance Q&A

Q: I have some confidential NKC documents that I would like to work on using a program I have on my home computer. Am I allowed to email those to my personal email?

A: No. Workforce members are not allowed to forward NKC email to a third-party email address, including their personal email, or to save email on external servers such as Google, Yahoo, Hotmail, Dropbox, Comcast, etc. All NKC confidential information is the property of NKC, and all employees are expected to safeguard that confidentiality.

Q: Where can I find information on policies?

A: Great question! Policy Manager is our policy source. You can access it by clicking on the "Policy Manager" link on the home page of K-Net. If you need help finding something,

please reach out to the Legal & Compliance department , we're happy to help . Please remember , all employees are responsible for reading , understanding , and complying with all applicable NKC policies and procedures .

NICE TO KNOW

Honoring Juneteenth on Wednesday , June 19th

Juneteenth is an important day in American history . Sometimes referred to as Jubilee Day or Freedom Day, Juneteenth honors and celebrates the day that enslaved African Americans in Texas were finally informed of their freedom – two and a half years after President Lincoln issued the Emancipation Proclamation .

Traditionally , it is a day that brings people together in community . There are a number of local activities happening this weekend through next week . For a listing , visit this [events calendar \(https://everout.com/seattle/events/?category=juneteenth\)](https://everout.com/seattle/events/?category=juneteenth) .

SeaTac clinic celebrate Pride Month and Juneteenth (file:///G:/FDPRShared/0%20-%20Public%20Relations/Newsletters/Staff%20Update/2024/6-14-24/Staff%20Update%206-14-2024_draft.docx#_msocom_1)



(<https://nwkidneyupdate.org/wp-content/uploads/2024/06/image001.jpg>)





([https://nwkidneyupdate.org/wp-](https://nwkidneyupdate.org/wp-content/uploads/2024/06/image003.jpg)



[content/uploads/2024/06/image003.jpg](https://nwkidneyupdate.org/wp-content/uploads/2024/06/image003.jpg))

(<https://nwkidneyupdate.org/wp-content/uploads/2024/06/image002.jpg>)

Join your colleagues in the Seattle Pride Parade on June 30th

There is still time to sign up to join your Northwest Kidney Centers colleagues in this year's Seattle Pride Parade. All staff are welcome to join Northwest Kidney Centers in the annual Seattle Pride Parade on Sunday, June 30th. Staff are encouraged to bring friends 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>).

This year marks the 50th year of celebration for Seattle Pride and Northwest Kidney Centers is proud to march in support of the LGBTQIA2S+ community. It's not just a parade – it's a powerful statement of inclusivity and acceptance.

Palliative Care team celebrates collaborative success

The palliative care team is incredibly grateful for all of the collaboration from NKC unit staff in supporting our patients together. Since January, you all have sent 53 new referrals our way and we've had a chance to meet 40 new patients. We've had social workers and nursing staff from Burien, Enumclaw, Snoqualmie Ridge, Seattle, and Broadway join us in family meetings. We have seen the positive impact of this collaboration not only on our patients' care but also on our NKC team. Supporting each other through unique and challenging patient care situations helps alleviate moral distress. We have been able to help 11 people access hospice WITH dialysis to provide optimal symptom management and peace of mind at the end of their lives. Thanks to support from leadership and development, the addition of a coordinator on our team enabled us to eliminate the wait time for patients to meet us.

Our goals for the coming year are to join more of you in your IPT meetings so you can get to know us better and have informal discussions about our shared patients. We are also using data of race/ethnicity, number of visits, and rates of hospice utilization to interrogate the equity of our service and learn how we can continue to improve our care.

Get the most out of your EAP resources

Just as a reminder , all staff have access to our First Choice Health Employee Assistance Program . Below are a few of the resources available in June :

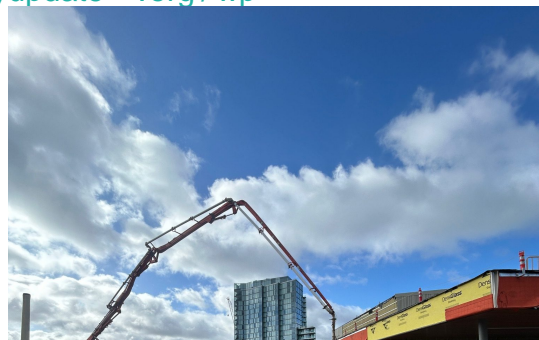
- [LGBTQ+ Mental Health \(https://www.fchn.com/documents/eap/supervisornewsletters/20240607-eapsupervisornewsletterjune2024pride06072024 .pdf\)](https://www.fchn.com/documents/eap/supervisornewsletters/20240607-eapsupervisornewsletterjune2024pride06072024.pdf)
- [Beating procrastination webinar \(https://www.fchn.com/documents/eap/newsletters/20240607-eapwebinarflyerjune2024 .pdf\)](https://www.fchn.com/documents/eap/newsletters/20240607-eapwebinarflyerjune2024.pdf)

Yesler Terrace clinic update

Progress on the Yesler Terrace clinic is going well and the team is working hard as they get closer to the finish line !



([https://nwkidneyupdate .org/wp-](https://nwkidneyupdate.org/wp-)



Help Dads eat healthy and stay happy this Father's Day. If meat is his preference , try more fish and less red meat . Include a healthy salad . Below are quick salmon and salad recipes for this weekend .

Herb Crusted Salmon (from Favorite Family Recipes)

1 large salmon filet

1 bottle of Dijon mustard or 1 cup

2 cups chopped herbs , for example : cilantro , basil , parsley , rosemary

Remove stems from herbs and chop . Slather salmon with mustard and cover with herbs . Cook at 325 for 20 minutes or until done . Serve with lemon .

Lemon Orzo (from A Couple Cooks)

1 cup orzo (small pasta) per 8 cups of boiling water , cook 8 minutes or until tender . Add salt , lemon juice , a little olive oil (or butter) and a sprinkle of fresh parsley . Stir and serve warm . (Optional : add in parmesan cheese or feta cheese)

Talent Acquisition Corner

Is there someone you would like to refer for employment at Northwest Kidney Centers ?

Check out our Employee Referral Program Policy in Policy Manager ! Search for "employee referral policy " for how to submit a referral . If hired , you may receive up to \$500 !

Job of the Week :

Northwest Kidney is hiring a Registered Nurse for our Kirkland Kidney Center !

<https://www.nwkidney.org/careers/?p=job%2F001pofwW> (<https://www.nwkidney.org/careers/?p=job%2F001pofwW>)