

# Quick Updates

June 2, 2004

## Windows Navigation Training

CRIS training has started and it is anticipated that CRIS will go-live on Saturday, July 31<sup>st</sup>. To get the maximum benefit from CRIS training, you should have a few basic "Windows" skills such as using a mouse with right- and left-clicks, using drop-down menus, tool bars, and help screens. If you are not a regular user of or have never used Microsoft® Windows software, you might be interested in the online self-instructional [Windows Navigation Training](http://www2dev.cc.nih.gov/crc/winnav/WinNav_content.html) recently launched on the NPCCS Intranet. In approximately 15 minutes, you can learn and practice basic Windows skills. To access the online training, you can either click [http://www2dev.cc.nih.gov/crc/winnav/WinNav\\_content.html](http://www2dev.cc.nih.gov/crc/winnav/WinNav_content.html) or, go to "Announcements" on the NPCCS Intranet. Give it a try!!

Past issues of the Quick Updates are posted on the Nursing & Patient Care Services intranet:

<http://intranet.cc.nih.gov/nursing/jccho/quickupdates.html>

Email your comments, suggestions, and questions to the **QU** editors at CC-NURS QU Editor.

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## Committee Shorts

### Nursing Practice Council

1. Ms. Kohn, NPC Chair and Ms. Matlock, NPC chair-elect are pleased to announce the election of Tye Mullikin as NPC chair-elect. Ms. Kohn's term of office will end in October 2003 and Ms. Matlock will assume the chair position. Ms. Mullikin will be oriented to the chair-elect position when Ms. Matlock goes on maternity leave and will subsequently assume full chair-elect responsibilities upon Ms. Matlock's return in the fall.
2. The SOP: [Care of the Patient with a Sequential Compression Devices \(SCD\), Anti-Embolism Stockings, and/or Other Compression Stockings](#) was approved and is now posted on the NPCCS intranet. 2 new highlights include the expansion of the SOP to include other compression stockings such as Jobst Stockings, and a reminder that SCDs remain in place when a patient is OOB unless there is a medical order to the contrary.
3. For your convenience, the following links have been added to the NPCCS SOP and Procedures indices:
  - **Under the SOP: [Severe Neutropenia](#)**, we added direct links to "Don't Let Your Food Make You Sick" (food guidelines for immunocompromised patients in English) and "I'll Be Calling You" (Fever Guidelines for patients in English and Spanish)
  - **Under the PRO: [Blood Product Administration](#)**, we added direct links to the DTM Ordering Guide, the AABB Circular of Information, and Post-Transfusion Outpatient Instructions (English and 6 other languages)

## Tissue and Fluid Specimens Collected For Research

In 2001, M01-02 [Procurement and Use of Human Biological Materials for Research](#) (4/2003) was implemented. One purpose of this policy is to provide guidelines for documenting and tracking the acquisition of all tissues and fluids (except blood) obtained from living individuals for the purpose of research.

**We wanted you to be aware of 4 tips used by an LIP or Institute research nurse (research team) who may coordinate the intra-operative collection of tissue samples for research. The 4 tips have been recommended by the Pathology Department and the Operating Room:**

1. When a patient has been scheduled for a surgical procedure or a biopsy during which tissue or fluids will be collected for **research**, the research team initiates the form, "*Request & Certification for Research Procurement of Human Biological Materials*" (NIH 2803-1) and obtains the signature of the PI/AI.
2. For inpatients, the completed form is placed in the inpatient chart. For

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## CC Nurses Out and About

### Good News! Please join us in welcoming the following new staff:

- Kent Alford (6W)
- Monica Boateng (CSO)
- Patrick Dillard (5W)
- Marie Edouard (6W)
- Danielle Gabriel (3E)
- Laura Jeffers (2W)
- Jamie Kirkpatrick (2E)
- Sara Kramer-Wallace (2J)
- Stella Mandl (2E)
- Nikkia Powell (11W)
- Deborah Shannon (OPI0)
- Eva Szollosi (12E)
- Kathleen Tepas (CSO)
- Lisa Thomas (CSO)
- Dandre Thornhill (7E)
- Sarala Vijayakumar (CSO)
- Adrienne Wilbrecht (13E)

### Sigma Theta Tau Honorees

The following nurses were recently recognized for notable and outstanding contributions to nursing by the Howard University Chapter of Sigma Theta Tau International Honor Society. Congratulations!

- Felicia Andrews
- Sybil Barnaby-Black
- Keisha Potter
- Ann- Marie Matlock
- Tye Mullikin
- Julie Kohn
- Allison Adams-McLean
- Sue Marden

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2. outpatients, the form is sent to the PACU on the day of and prior to the procedure taking place.
3. There will be times when the research team's proactive planning will not work and a patient is taken to the procedure area without the required Form NIH 2803-1. The completed form can be brought to the PACU or the OR Front Desk and the OR staff will make sure it is delivered to the right hands.
4. NIH 2803-1 was recently revised and should be available by July 1, 2004.

**When the research team picks up the procured research specimen, these are 4 additional tips they should consider:**

1. Neither the Laboratory of Pathology nor the Operating Room can release a research specimen without a completed NIH 2803-1.
2. Most samples procured in the Operating Room require a pathology review before being released to a research team. This review may take place either in the Operating Room or the Frozen Section Lab. When the sample is procured, the OR staff will advise the person designated on Form NIH 2803-1 where to pick up the sample or to meet the pathologist in the Frozen Section Lab.
3. Samples that do NOT require a pathology review are listed on the Pathology website. Exempt samples will not be passed through the Frozen Section Lab. The OR staff will notify the person designated on Form NIH 2803-1 when the specimen is ready for release and, the OR suite and phone number from which it can be obtained.
4. While the OR is staffed until 11 PM Monday thru Friday, the doors do lock after 6 PM. If the research team is picking up a specimen after 6:00 p.m., they can use the phone located outside the PACU to advise the Main Operating Room or the Operating Room Suite of their arrival.

### Need more information??

1. The **MAS policy** is posted at <http://push.cc.nih.gov/policies/PDF/M01-2.pdf>.
2. Recently **updated instructions** for the surgical procurement of research specimens are posted at <http://home.ccr.cancer.gov/LOP/Clinical/surgpath/surgspec.asp>
3. **Contacts:**
  - Kevin Nellis, Department of Pathology (301-594-9532)
  - Pathology Hot Seat Resident (104-5196) to coordinate in advance a pathology review of a specific case
  - Ellen Mann (104-6466) for questions regarding the procurement process or Form NIH 2803-1
  - Steven Balog or Susan Rynders, Operating Room (301-402-0059)