



e-STAR

Paycheck Accuracy and Easy Accessibility

UPHS employs state-of-the-art technology to provide the highest level of care for its patients. The Health System has brought in technology to benefit employees: e-STAR (electronic Scheduling, Time and Attendance Record). This program will be rolling out at Penn Presbyterian at the end of the summer, and will ensure an accurate payroll and allow employees quick access to real-time payroll information and time-off balances.

Our current time and attendance process is manually intensive, cumbersome and time-consuming. Plus, the many hand-offs and multiple points of data entry make the system vulnerable to errors in employee pay.

The automated Kronos system has been customized to meet the needs of the Health System, based on current pay policies. A multidisciplinary team from Nursing, clinical practices, allied health areas, Corporate, Home Care, Payroll, Finance, and HR chose the system.

All staff — both salaried and hourly — will be using e-STAR.

Positive Impact

The new system will benefit employees in many ways. First and foremost, it will eliminate payroll errors. The ID card swipe captures the time to the minute. It also eliminates Friday afternoon deadline for timesheets, which led to having to manually adjust for overtime or leaving early. e-STAR keeps track of an employee's hours worked around the clock.

In addition, the new system will allow employees to easily access up-to-the-minute balances of accrued hours for vacation, personal, and sick time, as well as their work schedule.

e-STAR will also allow employees to request time off -- and receive their manager's approval -- electronically.

It will also help with daily staff scheduling and emergency preparedness initiatives; managers will be able to easily identify which employees are available.

How Does It Work?

Over 30 e-STAR terminals have been installed throughout the hospital, as well as in some off-campus sites. Employees will swipe in and out at terminals located near their work area using their ID badge and enter a biometric 'password' with their finger. This is not a fingerprint; it is a numerical image of the finger. Once the employee swipes, the terminal will flash a green light and beep, to confirm.

Employees who work in locations with no access to a terminal will have other department-approved alternatives for recording time. The system is set up for mobile employees as well -- they can use a terminal that is close to where they start or finish their day.

This technology supports our mission of providing world class care. It ensures accurate pay for our employees and increases the managers' time spent with patients instead of attending to payroll.

Stay tuned for e-STAR updates from your managers and in the *Presby Bulletin*, or visit <http://uphsxnet.uphs.upenn.edu/estar/>.



Take Our Kids to Work Day

80 children toured Penn Presbyterian on April

23, visiting the Security Command

Center, EVS, the Cath Lab, Radiology and a Penn

Star helicopter. They learned about PT, OT, Pre-Op and more

during this year's Take Our Kids to Work Day. Additional photos from the event can be found at www.ppmc.shutterstock.com.

Tickets on Sale for Presbyterian Idol

Benefitting the Magnet Fundraising Committee

In one week, on May 15, 2009, contestants will take the stage for the first annual Presbyterian Idol contest, which promises to be a night to remember. Tickets are still available and can be purchased for \$10 in Nursing Education from Betty Legree-Long in the 3910 Building, 7th floor Monday through Friday 7am to 2:30pm. Proceeds from ticket sales will go into the Magnet Fund.

National Patient Safety Goals

Universal Protocol

PPMC has a standing campaign focusing on the National Patient Safety Goals, to raise awareness of patient safety, and to ensure that all staff can explain each goal and promote these safety behaviors at Penn Presbyterian. This week, it's back to basics: Universal Protocol.

Correct Patient

Pre-Procedure Verification: Use a checklist to verify/match to patient the following

- Relevant documentation (patient records)
- Completed & signed consent form
- Labeled diagnostic/ radiologic results
- Blood, devices or special equipment

When:

- When the procedure is scheduled
- At preadmission testing & assessment
- At time of admission
- Before entering procedure room
- Any time there is a transfer in responsibility of care

Correct Site

Site Marking: Mark the procedure site prior to moving patient to procedure area

How:

- Use permanent marker
- Mark at/ near procedure site
- Include surgeon's initials
- Ensure mark is visible after skin is prepped and patient is draped

Correct Procedure

Time-Out: Take a "time-out" immediately prior to starting procedure

How:

- Involve all immediate members of the procedure team
- Use interactive communication
- Suspend all other activities
- Review/ confirm:
 - Patient identity
 - Site and marking
 - Consent available/ signed
 - Agreement on procedure
 - Correct positioning
 - Images/ results displayed
 - Need for fluids/ antibiotics

"Spring into Health"

Community Health Fair

More than 265 children, adults and seniors from West Philadelphia stopped by the "Spring into Health" community health fair on Saturday, April 25, where they received blood pressure and diabetes screenings, HIV testing, nutritional counseling, pharmaceutical medication review, physical exercise tips and more.

"PPMC should be proud," said CCU nurse Shonta Collins, RN, BSN, MPA, who organized the event and serves as founder and president of Explorers Sans Frontières (ESF), a grass roots organization supporting underserved populations in both the local and global community. "50 PPMC nurses, nursing assistants, doctors, as well as staff from Food, Facilities and Environmental Services helped to plan, coordinate and execute this successful event."

The event was such an achievement; it may become an annual event. Additional photos from the event can be found at www.ppmc.shutterstock.com.



Celebrating our Biomedical/Clinical Engineers, May 10-16

Health care facilities are trying to keep pace with rapidly changing medical technology by providing capable, well-trained professionals who understand the complexity of medical equipment operation and applications. Penn Presbyterian has four biomedical equipment technicians, clinical engineers, and other medical technology managers who research, recommend, install, inspect, and repair 6,085 medical devices and other complicated medical systems. They advise, train and teach medical staff about the safe and effective use of medical devices, which can help control health care costs and improve patient safety.

Please take time during National Biomedical/Clinical Engineering Appreciation Week, May 10-16, to thank all of our BMETs/Technical Staff for all of their contributions.

Above: Errol Nugent, Senior Clinical Engineer Specialist checks equipment for accuracy.



Wharton Certificates for Working Professionals

The Wharton School offers certificates or individual business courses designed for professionals with non-business related degrees. Areas of study include: Business Essentials, Entrepreneurship, Finance and Accounting, Human Resource Management and Marketing. Classes are held in the evening and on Saturdays and earn credit from Wharton.

Learn more: Attend an information session on Wednesday, June 3rd, from 6:00- 7:30 at Huntsman Hall. Meet faculty and current students; light dinner will be served. Call 215-898-2888 to RSVP or on the web: www.whartoncertificates.com.