



*North Florida Health Services, Inc.*

*Caring through compassion, respect, and dignity...*

Tuesday, November 11, 2008

Dear Caregivers:

Please be advised that Memorial has implemented a mandatory new self-learning module and Competency Checklist on Hospital Acquired Conditions for all existing RN's. The completion deadline for the documents to be received at North Florida Health Services is **Sunday, November 23<sup>rd</sup>, 2008**. Due to the short notice and rapidly approaching deadline, your urgent attention to this matter is greatly appreciated.

The following files are attached to this email: Highlights of Changes in Blood Transfusion and Procedure, Highlights of New Policy on Foley Catheter Insertion and Care, Highlights of Changes in Central Line Policy and Procedure, Hospital Acquired Conditions Test, and the Hospital Acquired Conditions Answer Sheet.

Please bring a copy of the Highlights of Changes in Blood Transfusion and Procedure, Highlights of New Policy on Foley Catheter Insertion and Care, and Highlights of Changes in Central Line Policy and Procedure Checklists to your next shift at Memorial. Your supervisor will need to evaluate your performance and complete each checklist accordingly. The Checklists must be faxed, emailed, or delivered to North Florida Health Services prior to the deadline.

In addition, please review the Hospital Acquired Conditions study guide that can be found on [www.nfhsonline.com](http://www.nfhsonline.com) in the Test Center under Downloadable Documents. The Hospital Acquired Conditions Test will need to be completed, and the answer sheet must be faxed, emailed, or delivered to North Florida Health Services prior to the deadline.

Should you have any questions or concerns, feel free to contact me directly.

Regards,

*Jenni Ramsey*  
Human Resources  
North Florida Health Services  
Ph: (904) 241-1656  
Fax: (904) 241-0883