

Wisconsin Healthcare Engineering Association

Newsletter

December 2017

Volume 27

4th Quarter

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Duke Cook
WHEA President

President's Message

Warm holiday wishes to all,

As your 2018 President I am honored to serve this wonderful organization. I must admit it's the mentoring of many individuals in WHEA and our sponsors & educational opportunities that allow me to do my best to serve in this roll.

I have decided to continue with previous goals set forth last year as implementation takes more than just one term on all of these important endeavors. My only new goal is recognition of the Resources Committee members at the annual conference by finding some new apparel for them rather than the blue vests used for many years now.

Energy to Care, a State and Chapter meeting conference system, the WHEA Foundation, MECH certification and educational training acceptable to MECH certification are all moving forward.

Many thanks to the dedicated WHEA members and staff for their time and energy spent toward of these worthwhile endeavors and also their insight to do what's best for future years and meeting our members' needs.

We will see some changes as our committees work on the 2018 La Crosse Annual Conference, keeping things in-house with volunteers rather than purchased services as we did in 2017.

I thank you all for your continued teamwork, support and skills to help us in fulfilling our duties to the organizations we work for to provide safe, cost effective care to all of our facilities and staff that take care of the patients we serve.

Merry Christmas and wishes for a happy and healthy New Year to all.

Duke Cook

We give a final thank you to our 2017 Sponsors.

Your support was greatly appreciated!

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2018 WHEA CALENDAR

Tuesday, January 9, 2018

Chapter VI Meeting

Thursday, January 11, 2018

11:30 am to 1:00 pm

Lunch & Learn Series Webinar

Wednesday, January 17, 2018

Chapter III Meeting

Where: Aurora BayCare, Green Bay

Friday, January 19, 2018

WHEA Foundation Meeting

Thursday, February 1, 2018

Chapter II Meeting

Thursday, February 8, 2018

11:30 am – 1:00 pm

Lunch & Learn Series Webinar

Thursday, February 15, 2018

Chapter V Meeting

Thursday, March 1, 2018

Chapter II Meeting

Tuesday, March 6, 2018

Chapter VI Meeting

Thursday, March 8, 2018

11:30 am – 1:00 pm

Lunch & Learn Series Webinar

Wednesday, March 21, 2018

Chapter IV Meeting

Aspirus AMEC Bldg, Wausau

Wednesday, March 21, 2018

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Thursday, April 5, 2018

Chapter II Meeting

Thursday, April 12, 2018

11:30 am- 1:00 pm

Lunch & Learn Series Webinar

Thursday, April 19, 2018

Chapter V Meeting



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Thank you, WHEA members, for your continued support and have a great 2017.



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2018 Sponsorship Opportunities Are Still Available



Dennis Havlik
Committee Chair

The Wisconsin Healthcare Engineering Association (WHEA) is in the process of acquiring requests for sponsorship for 2018. Your organization may choose between three different levels of sponsorship, Silver, Gold or Platinum. Depending on which level of sponsorship you choose, there may be opportunities for free advertisements in the directory and newsletters, technical booth registrations and other ways to promote your company within the WHEA membership. You'll find the specifics for each sponsorship level on www.whea.com under the Sponsorship tab. Once you apply for sponsorship using the online registration form, your sponsorship request will be processed. You will be informed by January 1st if your sponsorship request has been accepted and will be contacted regarding your sponsorship level opportunities. Please go to www.whea.com and click on the Sponsorship tab for complete information on each level of sponsorship and the link to the sponsorship application.

2018 Directory Advertising Orders Being Taken

Ad space must be reserved by January 31st using our online order form found on www.whea.com. Complete advertising information and the order form may be found on www.whea.com under the "Publications" tab.

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BLACK AND WHITE RATES & SIZES		
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1/2 Page	(7½ x 5")	\$395
Full Page	(7½ x 10")	\$555
(Ad sizes are approximate)		

EIGHTH PAGE

HALF PAGE

Ads must be emailed to
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Advertising Copy Requirements

For reproduction of your ad copy in any of our publications, we prefer that your ad be developed in QuarkXPress or Adobe Illustrator. We can also accept high quality jpeg files, pdf files, and tiff files. We can develop entirely new ad copy for you or rework your existing ad, if needed. Please contact Jane Bruvold, at info@whea.com with any questions or for additional information.

For Advertising Copy Development or Coordination

Contact Laura Bennett at Econoprint 1.888.677.0118 or by email: laurab@econoprint.com.

Chapter I Report



Heather Werner
Chapter President

Chapter 1 goals for 2017/2018

Increase attendance at chapter meetings

As the largest chapter in WI with over 300 members, our goal for this year is to increase attendance at our monthly meetings which are held on the second Thursday of the month. The average meeting attendance was 41 people for 2016/2017 (13% of Associate, Full, and Mech members). As an incentive for attendance, at the September meeting we announced that all members that have perfect attendance for Oct through May (not including the Jan holiday gathering) will receive free admission to our annual banquet held in June. We will also be holding a drawing at each meeting for a pair of WHEA beer glasses. These were leftovers from our annual banquet.

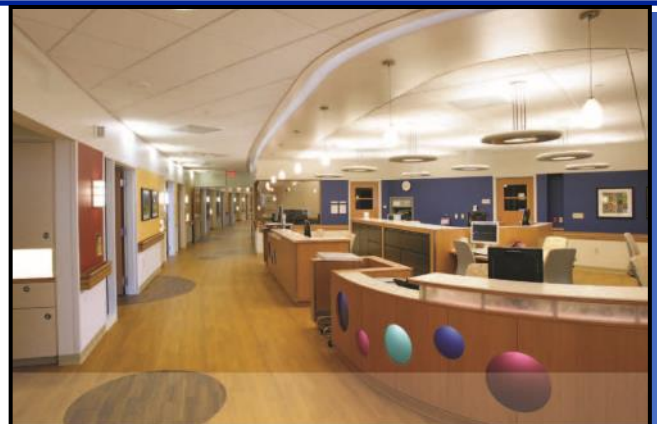
Thus far the banquet incentive has some success. 29% of the people who attended the Oct and Nov meetings this year attended both meetings compared to 23% last year.

Increase member involvement

We also are working on getting new members more involved in WHEA beyond just attending the meetings. We need to get more participation, primarily from full members, especially this year. Because of an issue with our bylaws we were unable to fill the Officer at Large position. The person nominated was never sworn in due to moving out of state and our bylaws read that the Officer at Large position will remain vacant until the next nomination cycle. Since Sept we have been working through making changes to our bylaws to allow the position to be filled if it is vacated, as it is with all of the other officer positions. We will have three officer positions to fill next year, so it is vitally important to get new people involved.

Succession planning and developing staff and students

One opportunity that was presented was getting some full members to sit on the board for Gateway Technical College. In this position they will be able to help determine the curriculum for future students who will eventually become the next generation of healthcare engineers. Several members have volunteered for this role.



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Code Critical

Codes & Standards Committee

Fire Plans

With all the scrutiny on emergency preparedness, take a fresh look at your fire plan. Do you have one complete plan or do you have multiple versions in your disaster manual? Do you have multiple 'sections' that are not incorporated into one complete plan? Make sure that everything is in one plan, so there are no conflicts and that the reader does not think they are done reading 'the' plan when in fact there are multiple editions/sections. Also make sure every manual in your facility has been updated.

Are the numbers in your plan or calling tree out of date? Or did you use a sister facility's plan that has different phone numbers for your area – Fire Marshal, Health Department and Fire Department?

Do you have an assignment for an evacuation point outside? If you used a sister facility's plan, is the evacuation point accurate for your facility? Have you shared this plan with the local fire department? They might want to set up command in that very spot.

Do you have an assignment for who will be the designee to call 911? This is a new requirement to the 2012 Life Safety Code. This might be a redundant concept, but there is a good reason – what if the fire alarm did not transmit? Or, if it did transmit and the fire department is on the way, staff can now give them good information: (for example) yes, we have a real fire, it is this big, in this room, we used two fire extinguishers and it is not extinguished, we are evacuating to this wing and we will meet you at the front door. Don't forget to have a backup for the night shift if your assignment is the receptionist and that is not a 24/7 position.

Does everyone know to pull a pull station for a fire no matter what? Old plans for 'major' and 'minor' fires are not current/acceptable.

Do you have a plan for the preparation and evacuation of a floor or wing?

Do you have a smoke compartment evacuation plan? Once staff determine the need to evacuate, start with residents in immediate surrounding area of fire, then the triangle of rooms around the room of fire origin (next to and across the hall from the room of origin), then the remaining rooms in the smoke compartment working away from the room of origin, trying not to cross the line of fire with the residents. Some residents may be evacuated outside while others may be evacuated beyond a set of smoke doors.



Jeff Eckstein
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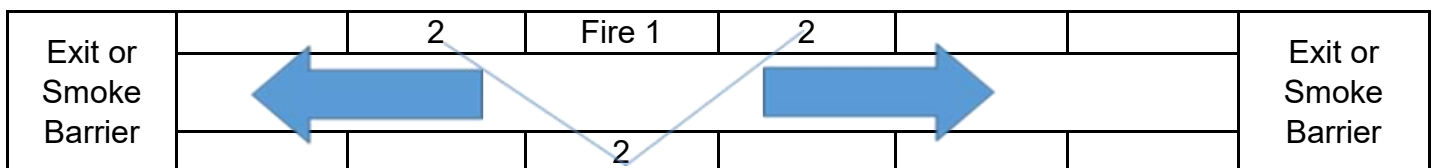
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Do your evacuation and fire plans say to evacuate based on if the residents are ambulatory, use wheelchairs or are bedridden? After evacuation of the compartment of origin, and you find the need to evacuate further away, then (continued on page 7)

Codes & Standards Committee (continued)

it would be prudent to evacuate based on ambulation status (ambulatory, wheelchair, bedridden) since you can move faster. But it would not be fair to residents occupying the triangle of rooms around the room of fire origin to be last out because they are bedridden. If you have separate fire and evacuation plans, make sure they are consistent.

Keep this as simple as possible – if you have a smoke compartment plan from every smoke zone in your building, will staff be able to remember all of those instructions? If they know the above information, they should be able to find the safe zone every time, no matter where they are in the building (*and* be able to articulate this to a surveyor).

Do you have cross-corridor doors? Examples might be at the entrance to a memory care unit or doors to a service hall. Cross-corridor doors are access control doors that are not smoke barrier doors. You need to evaluate your building and identify where all of your smoke/fire barriers are and if you have cross-corridor doors. Make sure staff know these are not part of the smoke compartment plan as they sometimes look like smoke barrier doors.

If you care for residents with specialized needs (such as ventilator or bariatric units), have a general plan in place and make sure staff know what to do. If the bed won't fit through the door, you need to have a plan in place for rescue. Always make sure you are adequately staffed for emergencies when you are providing care to special populations.

Does your plan or training materials cover all aspects of what your facility offers staff to fight a fire? Does it cover a bit about the construction, the fire alarm and sprinkler systems, the generator, the smoke barriers, identification of smoke doors, identification of cross-corridor doors that are not smoke barrier doors, all types of fire extinguishers in your facility – including the K or halon, the range hood, etc. It is important for all staff to know what equipment is in the kitchen. There was a recent IJ as a result of a fire where the night shift nursing staff were unable to extinguish the fire because they used the wrong type of extinguisher and didn't know about the range hood or how to activate it.

Do you have the required print copies at the security station or nurse's station? Don't just rely on the computer – it will be the first thing to go down in the event of an emergency.

Don't forget to in-service staff when you change your policies.

19.7.2.1* Protection of Patients.

19.7.2.1.1 For health care occupancies, the proper protection of patients shall require the prompt and effective response of health care personnel.

19.7.2.1.2 The basic response required of staff shall include the following:

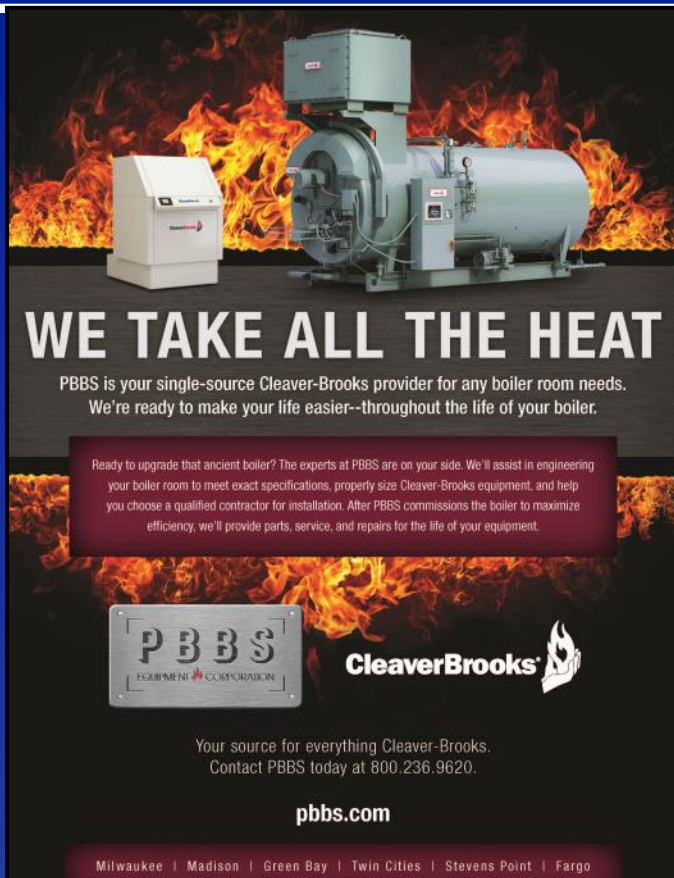
- (1) Removal of all occupants directly involved with the fire emergency
- (2) Transmission of an appropriate fire alarm signal to warn other building occupants and summon staff
- (3) Confinement of the effects of the fire by closing doors to isolate the fire area
- (4) Relocation of patients as detailed in the health care occupancy's fire safety plan

19.7.2.2 Fire Safety Plan. A written health care occupancy fire safety plan shall provide for all of the following:

- (1) Use of alarms
- (2) Transmission of alarms to fire department
- (3) Emergency phone call to fire department
- (4) Response to alarms
- (5) Isolation of fire
- (6) Evacuation of immediate area
- (7) Evacuation of smoke compartment
- (8) Preparation of floors and building for evacuation
- (9) Extinguishment of fire

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Chapter III News

Chapter Officers:

President, Chris Dahlby

Vice President, Shane Raymaker

Officer at Large, Kathy Adams

Secretary-Treasurer, Amy Cote'



*Chris Dahlby
Chapter President*

Chapter III will have their next meeting on December 7th at the new corporate headquarters of Tweet/Garot Mechanical. US Lamp will give a lighting presentation and discuss how the recently completed project at Tweet/Garot qualified for Focus on Energy grants. A tour of Tweet/Garot new facility will follow, including specifics on the lighting retrofit project.

The next Chapter III meeting is scheduled for January 17th and will be held at Aurora BayCare in Green Bay. The chapter will receive a tour of the VLCC addition and updated boiler area. Lauzon Life Safety will provide a technical presentation during the meeting.

Chapter Membership:

Chapter III's total membership is 178 at the time of this report.

Chapter III Goals for 2018:

Increase Chapter Meeting Attendance: Meeting attendance was a challenge for 2017. Our average meeting attendance was approximately 23 people. We did have great involvement with our recent Fire Door Training Program which had 46 participants as well as our Annual Golf outing with 44 participants. We plan to continue supplementing our Chapter Meetings with these types of educational and social opportunities.

Participation of our FULL Members: We are excited to report that Kathy Adams of Aurora Bay Area Medical Center has accepted the position of Officer at Large. This was one priority of the chapter officers- to be able to appoint a "full" member to this position. Currently, our associate members make up 45% of our total membership but account for over 65% of our total chapter attendance. Find ways to lower this delta.

Increase membership to WHEA Chapter III: To date, our membership is 30 people fewer than last year.

Chapter VI Report



Dennis Havlik
Chapter President

Chapter VI held its last meeting of the year on Tuesday, November 7th at the Builders Exchange in La Crosse with 31 members in attendance. Jeff Lee and John Fetzer of Total Water presented a program on "Purified Water Systems for Healthcare".

Sarah Grosz, from Gundersen Health System was accepted as new member bringing our total membership to 124.

Brent Diehm and Patrick Smith are our new chapter representatives to the Code Committee.

The chapter is still looking for another member for the Education & Professional Development Committee.

The chapter voted to raise our dues from \$40.00 to \$50.00 per year.

Years of service pins and plaques were presented to the chapter members that weren't able to attend the annual conference banquet.

Chapter goals were discussed.

Our next meeting is scheduled for January 9th at the La Crosse Builders exchange. Program to be determined.

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New CMS Emergency Preparedness Rules

Effective November 15, 2017 (Part 2)

By Marge McFarlane, PhD, MT(ASCP), CHSP, CHFM, CJCP, HEM, MEP

Principal of Superior Performance, LLC, LaPointe, WI

This is the second in a four-part series on the new CMS emergency preparedness rules that look at policies and procedures needed to support the emergency operation plan and emergency preparedness activities.

In Part 1, it was identified that there are eleven categories of providers or suppliers in Wisconsin that receive federal funding that are tasked with increasing the collaboration and coordination of emergency preparedness planning and response with other local, regional, tribal and state and federal response partners.

CMS key essentials for maintaining access to healthcare in an emergency include safeguarding human resources, maintaining business continuity and protecting physical resources.

The second section of the CMS rule is the development of policies and procedures.

Policies and Procedures

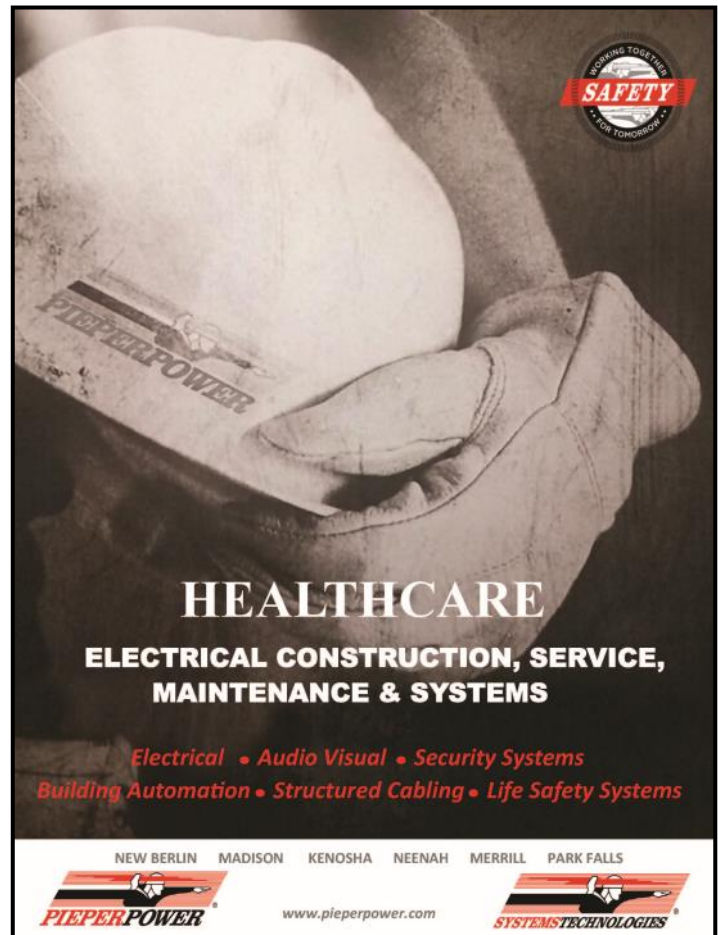
Policies and procedures for fire, severe weather, missing persons, sheltering-in-place and IT failures may already be part of the emergency operations plan. This is an opportunity to revise, update or develop additional policies and procedures to address the risks and vulnerabilities identified in Part 1. Site specific policies with patient safety in mind will include:

- safe evacuation including transportation agreements to off-site locations and staff responsibilities for evacuation procedures
- sheltering- in- place policies for staff, patients and visitors with provisions for sufficient food, water, medications, power, temperature control and sanitation
- securing confidential patient records and ensuring accurate medical information is available when requested
- emergency staffing strategies including the use and credentialing of volunteers

The WI Department of Health Services has developed Toolkits for Hospitals, Long-Term Care Facilities, Ambulatory Surgical Centers, Hospices, End State Renal Disease Facilities, and Clinics available at: <https://www.dhs.wisconsin.gov/preparedness/toolkits.htm>. These toolkits provide guidance to assist facilities in developing an emergency preparedness plan and associated policies. This plan and all related policies must be updated at least annually.

The Emergency Planning Checklists include questions for consideration in policies for Subsistence Needs, Patient and Staff Tracking, Evacuation and Sheltering in Place, Medical Documentation, Health Professions Volunteer Use. There are Sample Transfer Agreement, Sample Memorandum of Understanding, as well as 1135 Waiver Information for permission to exceed your licensed bed capacity.

The next two articles in this series will discuss the remaining two required components: **Communication Plans and Training and Testing.**



WHEA Foundation, Inc. (WFI) Update

The objectives of the Foundation's Board of Directors for 2018 is to understand the purpose and benefits of a Foundation (501c3) as compared to an Association (501c6) and to make recommendations to the WHEA Board of Directors (BOD) as to the future of the Foundation.

The new WFI Board of Directors (BOD) for 2018 includes:

Jim Teunas – President	Darrell Courtney – WHEA Vice President
Gordy Howie – Vice President (New)	Roger Elliott – Nominating/Planning Chairman
Tamarah Scholze – Treasurer	Bill Best – Oversight Chairman
Dan Loest – Secretary (New)	Tom Laabs – Outreach Chairman
Harley Herold – WHEA Past President	Pat Loughrin – Director
Duke Cook – WHEA President	Michael Neely – Director (New)



*Jim Teunas
Foundation President*

Wisconsin Philanthropy Network (WPN) www.wiphilanthropy.org

The WPN supports and promotes effective philanthropy in Wisconsin. WPN is a professional membership association for grant makers from across the state. WPN is to Foundations what the WHEA is to Healthcare Facilities Management. There three core services are:

- 1) Professional Development
- 2) Research Services
- 3) Networking Opportunities

In November of 2017, the WFI applied for membership with the WPN.

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WFI Bylaws

The WFI BOD has reviewed and edited the original WFI bylaws to clean up terminology (i.e. President vs Chair and/or Foundation vs Corporation), improve clarity and to increase organization. Another objective of reviewing the bylaws was to educate the existing BOD and new BOD members on the WFI bylaws.

WFI BOD Requirements of the Member

The WFI bylaws, section 3.02(a) require the Member (WHEA BOD) to have 3 positions on the WFI BOD; Past President, President and Treasurer. The current WHEA Treasurer has resigned from the WFI BOD. The modified bylaws change the requirement of the Member to have three (3) Member representatives consisting of the Past President, President and Vice President.

Other business accomplished includes the following:

- 1) Reviewed, demonstrated and provided access for all Foundation BOD's to the Google drive site (repository for all WFI documents).
- 2) Discussed history and future of the WFI website.
- 3) Discussed WFI mission as it relates to grants, internships, education.

Respectfully Submitted,
Jim Teunas
WFI President

Conference Committee Report



Mike Blackwood
Committee Chair

Work never seems to stop when planning an annual conference. Little by little things are coming together for next year. Speakers are being courted and the agenda is slowly filling out. We have a great group of people that will be working their hardest to give the WHEA membership a great conference.

The technical exhibition registration will be open January 1st and we expect it to fill up fast. We encourage our associate members to sign up early and take advantage of the Early Bird discounted booth cost.

We have also signed contracts for the years 2019 and 2020 for the conference to be held at the Radisson Paper Valley and Exhibition Center in Appleton. After taking a hardhat tour of the new facility, we are pretty excited about bringing our conference there.

The March 2018 newsletter will have information on registering for next year's conference so check back then. Also the WHEA website is a great source of information for both the annual conference and the technical exhibition.

The conference committee is also looking for a technology coordinator. Someone who is willing to be a part of the committee and volunteer their time to keep us on top of technical advances suitable for our state conference. For starters, we need someone who can look at the different options out there for conference apps for smartphones to keep our members on top of things at the annual conference. If you are interested or would like more information, please contact me at 2002gpa@gmail.com or Jane at info@whea.com.

ANNUAL CONFERENCE DATES

September 18 - 21, 2018

September 17 - 20, 2019

September 29 - October 2, 2019

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Education and Professional Development Committee (EPDC)

Another Successful Year

2017 was another successful year for the EPDC. It could not have been done without our committee, the backing of our Association, and you as a member of that Association. The EPDC strives to offer the best education for our members at the best prices available. 2,850 plus people have attended an education program over the 2017 year.



Marc Teubert
Co-Chair



Darrell Courtney
Co-Chair

Our Lunch and Learn program allows education for as many as you can fit in a room for a \$300 fee a year. That also allows you to go back and review any and all programs from the past or that last one that you may have missed.

In 2018, we will again be working with the Code Committee to offer three HCC(s) around the state. We will also be offering our Spring Code Seminar in Wisconsin Dells. Thank you to the Code Committee for their continued efforts to keep our programs at a reasonable cost for our association.

We look forward continuing to provide great educational opportunities in 2018 to all of our WHEA members.

Now is the time to sign up for the 2018 Lunch and Learn webinar programs. As a subscriber, you will receive the recorded links to all the webinars; past ones to review or watch for the first time. These may be watched at any time that you wish. Go to the Education tab at the www.whea.com site, sign up, and start your learning today. You will receive the login information for the next scheduled webinar and the links to all previous recordings. You never have to miss a program again. The cost for the annual webinar series will again be \$300 for WHEA members and \$500 for non WHEA members. Join now and receive the remaining 2017 webinar programs for free. Join now: www.whea.com. Check out the flyer on page 12 for complete registration information and tentative topics.

Are You A New WHEA Member ? Or Current Member Without Members Only Website Access?

Email Jane at info@whea.com with what you would like for a password and she will set you up with members only access. It's fast and easy.

If you do have access, take a minute to go into the database and doublecheck your listing. Send Jane any edits.

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"I really like this education process and the information is very valuable and timely."

"It was nice to hear what other people at hospitals and clinics are doing. It is a changing field so it is nice to stay caught up with what is going on."

"Great overview of NFPA 99 as related to med gasses."

"I really appreciate the opportunity to view a recording as my schedule does not always allow for the live presentation."

"The webinar was easy to follow and very informative on fire plans and drills."

"A great explanation from NFPA 1999 to NFPA 2012 codes."

WHEA's 2018 Monthly "Lunch & Learn" Webinars Every 2nd Thursday of the month 11:30 am to 1:00 pm

Available by yearly subscription only.

WHEA's Educational and Professional Development Committee is offering 12 webinars for the 2018 calendar year for a one time, low price per computer connection.*

\$500 Regular Registration (\$42 per webinar)

\$300 WHEA Member Discount (\$25 per webinar)

NO LODGING • NO OVERTIME • ONE TIME PAYMENT

PLUS if you sign up now, you'll receive the login information for the remaining webinars in the 2017 webinar series.

This is a cost effective, professional development series for facility staff, administrators and contractors. This is a fantastic opportunity to stay up to date on current issues without leaving your facility. You will receive complete session information approximately 2 weeks before each webinar. Each webinar offers 1.5 Contact Hours/.15 CEUs approved by ASHE.

Registration is now open at www.whea.com for this 2018 webinar series.

Follow the drop downs under the Education tab to "Webinar Series Registration".

To receive the members only discounted rate, you must log into the WHEA members only site and use the Members Only registration form. If you don't have a members only login, email info@whea.com to set up your members only access.

You may sign up anytime during the year but the cost will stay the same - there is no individual webinar pricing. All webinars will be recorded and you will receive a link to that recording after the webinar has been presented. Even if you are not able to attend, you can still have these important updates to watch at your convenience.

The webinars will cover a variety of topics that focus on "hot-topic", code alerts and management level subjects throughout the year. A tentative list of topics is below.

***Per Connection equals one computer login in one room. You may have as many people sitting in that room watching the webinar as you wish, but you may not share your login information with any other person inside or outside your facility.**

2018 TENTATIVE TOPICS

JANUARY 11 Cyber Security	JULY 12 Ventilation (Temperature & Humidity)
FEBRUARY 8 Door Inspections (Fire Doors)	AUGUST 9 Succession Planning
MARCH 8 Commissioning & Retro Commissioning	SEPTEMBER 13 Backflow Preventer/Cross Connections
APRIL 12 PPE - (Hearing, Eye)	OCTOBER 11 Barrier Control Systems - Dust Barriers
MAY 10 Smart Equipment	NOVEMBER 8 Infection Control
JUNE 14 Building Envelope	DECEMBER 13 Documentation

Employment Opportunities

Are you looking for a change -- an opportunity to advance your career?

Check out the following pages for employment opportunities available for healthcare facilities professionals.

Electronic Technician

St. Agnes Hospital, Fond du Lac, WI

Position Summary:

Maintains and installs electrical systems, patient related and non-patient related equipment within Agnesian HealthCare owned and operated buildings/grounds.

Work Hours:

Full Time, Monday through Friday 7:00am-3:30pm.

Position Responsibilities:

- Documents tasks according to established departmental policies & procedures.
- Maintains accurate records and inventory of PM inspections and equipment repairs and replacement parts.
- Maintains and repairs recording and audiovisual equipment and television sets.
- Maintains fire alarm system and associated components.
- Maintains pneumatic tube system.
- Performs all other duties as assigned.
- Plans layout, installs and maintains nurse call, paging, intercom and television systems.
- Repairs inoperative biomedical equipment/electronic equipment.

Position Qualifications:

- Associate degree in biomedical electronics or electronics technology or an equivalent combination of education and experience will be considered.
- Previous biomedical electronics experience is preferred.
- Requires a valid driver's license. If licensed outside of WI, must become licensed within the state of WI within 90 days of hire.

To apply please visit our website: <http://www.agnesian.com/page/careers>

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