Blue Folder Brigade

Find us at
http://www.med.umich.edu/umhshr/supervisor/bfb.htm

Nov 2014 Bulletin
Providing Updates on Blue Folder Requirements & Issues

Audits
Every blue folder is required to be audited once per calendar year. The data from that audit should be entered into the Audit Tool (in MPathways) by December 31.

As of November 21, the audit data is as follows:
- Completed: 4,993, 29.3%
- Not Started: 11,797, 69.3%
- Pending: 228, 1.3%

We have a long way to go to meet our compliance levels. Please help us maintain continued readiness by completing and entering your audits by the end of 2014.

Your Help Needed
We are in the process of auditing two documents that assist with the accuracy of required patient care licenses/certifications/registrations. The PSV Matrix lists every patient care job class that has required licensure, certification, or registrations. Because the regulations are frequently changing, we need to constantly update this document. Please review the jobs classes that are employed in your areas and let us know if any corrections are necessary.

The Licensure Monitoring Matrix details how individual areas monitor, store, and communicate the expiration dates, renewals, and grace periods of PSV licensure. Because The Joint Commission holds us to our own practices, we need departments to verify that they are still performing these duties in the same manner.

Blue Folder Labs
MiChart administration has graciously allowed us to use NIB 6B16 to offer the Blue Folder Labs. Here’s the upcoming schedule.

<table>
<thead>
<tr>
<th>2014</th>
<th>2015</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 12/10, 1 – 3pm</td>
<td>Tue, 2/3, 9 – 11am</td>
<td>Tue, 4/28, 10am - noon</td>
</tr>
<tr>
<td>Tue, 12/16, 10am - noon</td>
<td>Tue, 2/17, 1 – 3pm</td>
<td>Tue, 5/12, 1 – 3pm</td>
</tr>
<tr>
<td></td>
<td>Tue, 3/3, 10am – noon</td>
<td>Thur, 5/28, 10am - noon</td>
</tr>
<tr>
<td></td>
<td>Tue, 3/17, 1 – 3pm</td>
<td>Tue, 6/9, 1 – 3pm</td>
</tr>
<tr>
<td></td>
<td>Tue, 3/31, 10am – noon</td>
<td>Tue, 6/23, 10am - noon</td>
</tr>
<tr>
<td></td>
<td>Tue, 4/14, 1 – 3pm</td>
<td></td>
</tr>
</tbody>
</table>

Send an email to BFBrigade@med.umich.edu to reserve a seat in one of the labs.

Manage Competencies
The deadline for entering the Performance Evaluation scores into MPathways was October 31. If your entries haven’t been made, you can still get them in. After Dec. 31, you will have to send your scores to HR to be entered under Correction Mode.

Contact List
As always, please take a look at the contact list to be sure that all of your departments are listed accurately. Let us know if something is missing or incorrect on the BFB Contact List.

CONTACT US:
Kelly: TJC HR Chapter Lead nakelly@med.umich.edu
Questions to Nancy Dashner nanthomp@med.umich.edu