

# The Blueline



The Newsletter of The  
Healthcare Facilities Management Society of New Jersey (HFMSNJ)

Volume 13, Issue 34

Fourth Quarter

December, 2010

## ► President Ben DiFranco's CHFM, SASHE message:

Hi everyone as you know December 31<sup>st</sup> 2010 is my last day as President of the HFMSNJ. How do you begin to say that these past two years have been amazing? I am humbled to be counted among the past presidents of this organization. I had the honor of being president for our 60th anniversary celebration. Since 1949 this society has been home to countless names and faces that have all left their own personnel mark on the Healthcare industry. Our group has shown that many different people and ideas can truly bring about change through education and mentoring and that is a legacy that we should never abandon. I want to welcome Edward Fay and his executive committee and I know that under his direction 2011 will be even better than previous years. Before I sign off I want to extend my heartfelt thanks to Edward Fay, William Anderson, Joseph Glaski and the entire executive committee who supported me. In closing I want to wish each and every one of you a blessed and wonderful holiday season and a happy new year. I ask that each of our members continue to be an active participant in the society for that is our hidden strength... our members

Respectfully

Benedict DiFranco CHFM,SASHE

## ► Congratulations New Officers:

### **Congratulations to Our Newly Elected Officers**

President-Elect:	<b>Joseph Glaski</b>
Secretary:	<b>John Cornacchio</b>
Treasurer:	<b>William Anderson</b>

## **2011 Education and Events Calendar**

Date	Presentation	Speaker	Presenter's Organization	Sponsoring Co's
<b>January 20<sup>th</sup></b>	Violence Prevention in Healthcare	John McNamara	McNamara & Associates	Triple A Supplies
<b>February 17<sup>th</sup></b>	NFPA 99	Dave Dagenais	Independent	Available
<b>March 17<sup>th</sup></b>	New Jersey DEP Waste Regulations	Paul King	NJDEP	Available
<b>April 21<sup>st</sup></b>	Parking Deck Maintenance	James Zullo	Tim Haahs Engineering	Tim Haahs Engineering
<b>May 19<sup>th</sup></b>	TBD	Bridget Goryeb	Highland Associates	Available
<b>June</b>	<b>HFMSNJ Annual Golf Outing</b>			
<b>June 16<sup>th</sup></b>	<b>ALL DAY SEMINAR</b> "Regulatory Round Table" and Vendor Fair (Featuring a cross section of representatives who inspect facilities for compliance)			
<b>July 17<sup>th</sup> to 20<sup>th</sup></b>	<b>ASHE</b>			

## Seattle, Washington

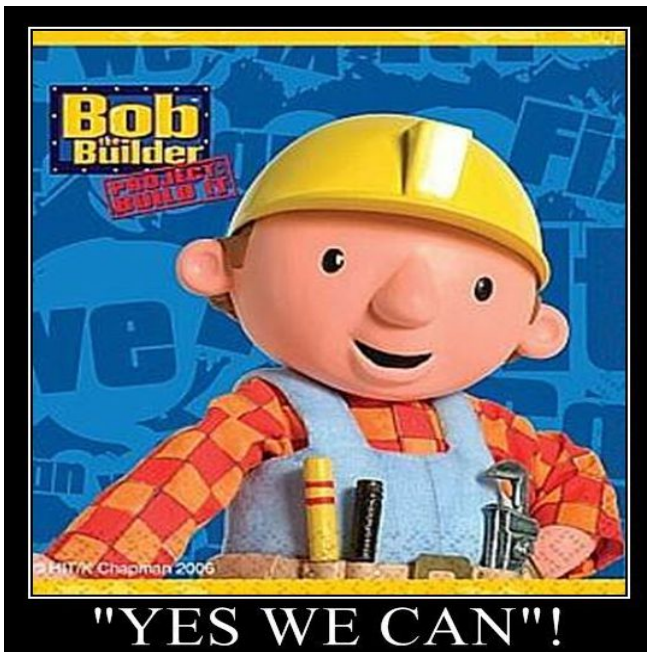
### ► [HFMSNJ Annual Holiday Party](#)

The Annual Holiday Party event gave the members a chance to reconnect and start the holiday season with friends & family in a wonderful setting, enjoy a fantastic holiday meal, music and dancing. We want to thank Darren Siker for working so diligently arranging this year's venue.

If anyone has pictures they could submit or a brief write up, we will put together a section of the first quarter newsletter on this event.

### ► [Community Work:](#)

Frank Keller to work toward putting together a local Building Project similar to those performed in the past. Recently a Newark Habitat for Humanity opportunity had to be cancelled due to lower levels of participation than needed to make for a worthwhile event. Please consider your participation in any coming event as we provide an opportunity to give back to our community. As always participant receive more than is given from this work.



Bridge's runs are ongoing. Please contact Frank Keller at 973 519 2159 or Lois Bhatt at 908-273-0176 for a list of items they could really use during the winter. Also, contact their website for more details. [www.bridgesoutreach.org](http://www.bridgesoutreach.org)

## ASHE Educational Calendar

2010	Program	Location
HCC Dec 2-3	2010 Healthcare Construction Certificate Program.- <b>Registration Closed!</b>	Atlanta, GA
HCPM Dec 2-3	Healthcare Construction Project Management Program.	Atlanta, GA
2011	Program	Location
PDC Mar 13-16	2011 International Conference and Exhibition on Health Facility Planning Design and Construction	Tampa Bay, FL
Annual July 17-20	48th Annual Conference and Technical Exhibition	Seattle, WA
2012	Program	Location
PDC Mar 4-7	2012 International Conference and Exhibition on Health Facility Planning Design and Construction	Phoenix, AZ
Annual July 15-18	49th Annual Conference and Technical Exhibition	San Antonio,

**Not an ASHE member, here is one more great reason to join.**

**ASHE Save the Date! March 1, 2011**

**Applications are due for the following:**

**[Crystal Eagle Leadership Award](#)**

**[Emerging Regional Leader Award](#)**

**[Excellence in Healthcare Facility Management Award](#)**

**[Senior Status \(SASHE\)](#)**

**[Fellow Status \(FASHE\)](#)**

**[Chapter Levels of Affiliations](#)**

certificates from our meetings to be used for continuation credits.

So I hope to see you and your staff members at this years and future HFMSNJ meetings.

## ▶ [A message from Edward Fay, President Elect and Education Chair.](#)

### Continuing Education for Facility Operations Staff

Edward Fay, CHFM, CHSP  
Director Facility Operations  
Robert Wood Johnson University Hospital

As the economic times get harder, many facilities are experiencing cut- backs on travel and training. However, our local SHE chapter meetings are probably one of the most economic ways to get current training in the healthcare engineering field.

This year's meetings and those scheduled to follow have covered everything from regulatory requirements, going "Green", energy procurement and the current State of healthcare in New Jersey.

Make sure that the staff at your facilities is aware of this great training value. Also, let them know that the training is a requirement. Regardless of the type of facility you work at, most licensed or accredited intuitions have a requirement that staff responsible to maintain the environment should be under the direction of a person qualified by training and/or experience and licensed where required. Under the Equipment Management Program, Utilities Management Program, and Life Safety Management Program the regulations state that each program shall be administered by individuals qualified through training and/or experience or by procuring a contractual agreement.

Then it goes on to state that individuals shall be trained to operate and maintain physical plant equipment and/or building systems, and this training shall be documented. Attending an HFMSNJ monthly meeting and annual all day seminar is a great way to document this requirement. The American Society for Healthcare Engineering chapter credentialing department has given the HFMSNJ an avenue to issue contact hours

## ▶ [Hospital Humor](#)

### [This ought to make all grandpas feel warm and cozy](#)

A six year old goes to the hospital with his grandma to visit his grandpa.

When they get to the hospital, he runs ahead of his grandma and bursts into his grandpa's room.

"Grandpa, Grandpa," he says excitedly, "as soon as Grandma comes into the room, make a noise like a frog!"

"What?" said his grandpa.

"Make a noise like a frog because grandma said that as soon as you croak, we're going to Disneyland!!!"

Submitted by Hank Schuurman



## ► Toolbox Skills - Writing for Success

By Thomas Lazzaro, MBA, FASHE, CHFM

Most of us, as individuals in some form of facility or equipment management, readily appreciate the need to have good tools at our disposal in order to be successful in our endeavors. We pride ourselves on being on top of technology and knowing how to keep machines and facilities properly maintained. We should, however, keep in mind that no matter how technological the workplace may become, real power will still have its source in the written word.

Good writing skills are always in demand by employers. Skill in writing correlates highly with the ability to think well – to analyze information, weigh alternatives, and make decisions. These are often the very same functional skills and abilities that we know we must exercise every day in our work environment. So improving our writing skills should also be high on our “To do” list.

No matter what the topic, most of the writing we see, as managers, suffers from one major failing. Most items are written more from the point of view of the writer than from a perspective that will appeal to the reader. One of the greatest challenges to writing is to present issues and ideas that will answer every reader’s four biggest questions:

1. Why should I read this?
2. What’s this about?
3. What’s in this for me?
4. What am I being asked to do?

Using a *reader-centered* approach can make your writing more influential. It will help you achieve the results you want. Reader-Centered Writing involves three phases: planning, drafting and editing. When you start a letter or memo, you want to achieve a desired outcome from the reader. You will need to get the cooperation and agreement from the reader in order for this to work. It’s best to begin the process by knowing what you want, and by understanding what the other person expects. The more

you consider your reader, the better your chances of getting the response or outcome you desire. One quick way to lose a reader’s attention is when you ramble from idea to idea. Most readers prefer to handle one idea at a time. They count on paragraph breaks to signal the conclusion of one topic or issue and the beginning of the next. The bottom line should be the one idea that you want the reader to remember. The sooner you can boil your message down to one or two sentences, the easier it will be to write.

Begin with a topic sentence or headline. Since readers usually want to get to the main point immediately, present a summary of your main paragraph’s point early. The bottom line is often more subtle than you would expect. For example, when you are announcing a meeting, the bottom line is probably not “a meeting is being held.” It is more likely to be “this meeting is vital and your presence is needed.” Always keep in mind what results you want and make your requests as clear as possible. Before you close, be certain that your reader knows what to do. Remember to clarify specific actions needed, such as what, when and how.

### ***Visual Impact***

When you check through the material in your in-box, what makes you pay attention to one document instead of another? Without even realizing it, you probably choose documents that look more appealing. Consciously or unconsciously, readers develop attitudes toward a piece of writing, and the writer, just from the appearance of the document alone. They make judgments about how difficult it is to read or how organized it may be. Readers notice and appreciate a writer’s effort when a document is visually appealing. Carefully designed documents tell your readers that you care not only about your message, but about them also. Therefore, make your format work for you – not against you.

Even the simplest formatting techniques can make a major difference in the appearance and readability of your document. The use of computers today has provided simple, easy and effective means to create documents using a variety of type styles and font sizes, including the ability to capitalize, underline, shade, bullet, italicize and bold different words and sentences. These tools can be used to add impact and emphasis to key segments of a document. Don’t overdo it though. Too much variety can actually spoil the intended special affect.

### ***Just Do It!***

Like most skills, writing is improved primarily by practice. No one can become a master mechanic by simply reading a book or listening to a lecture. So try out some of the strategies presented and before you know it you may find another skill in your toolbox that can help you achieve your personal and professional goals.

Tom, thank you for the submission.

## ► [From Harvard Business Review](#)

DECEMBER 6, 2010

### Don't Let PowerPoint Ruin Your Meeting

Far too many meetings are boring and tedious, and the use of PowerPoint ups the chances that the meeting will become a snooze-fest. Here are three ways you can fight the boredom and ensure PowerPoint doesn't ruin your next meeting.

1. **Limit time.** After 90 minutes, most people lose focus. Keep your meetings to an hour, or 90 minutes at most.
2. **Send materials ahead of time.** All materials should be sent the day or night before, and should include a one-page executive summary.
3. **Skip the PowerPoint altogether.** Most PowerPoint presentations simply cover what people should already know coming into the meeting. Have the presenter give a five to ten minute introduction and then spend the bulk of your meeting discussing and formulating an action plan.

Submitted by Hank Schuurman

## ► [Four Steps to Sustainable Peak Performance – Do More and Feel Better with Scott Peltin](#)

Posted by Keith Ferrazzi

You can't build authentic, consistent relationships when you feel like \$#%\$. I know this well, which is why I eat right (veggies and meat) and make sure exercise is a part of my schedule almost every single day.

Scott Peltin, author of *Sink, Float, or Swim*, teaches companies and their employees how to think differently and take better care of themselves. Typically he finds that only 5 percent of any given company are sustainable high-performers who know how to maintain their peak over time.

Recently Scott lead an [RMA](#) master class around creating new habits in four key areas – mindsets, nutrition, recovery, and movement – so that brain and body can stay at their maximum capacity.

Peltin points out that you make 1000 choices a day and each of them either increases or decreases your brain's performance. Many of us make bad choices out of habit; Peltin's goal is to shake that up. Here are four ideas you can put into practice immediately.

1. **Mindset:** You have over 60,000 thoughts a day. Reframe thoughts that drag you down. Instead of thinking "I'm overwhelmed," think "I am present."
2. **Nutrition:** FORTY PERCENT of how you feel right now is due to your last meal. Did you eat a meal that set you up for success? Make sure that every meal you eat fuels you properly for your activities of the next three to four hours.
3. **Recovery:** Take breaks! Plan small downtimes during the day. The brain can only work for about 90 minutes without needing a break. Plan your schedule in 90 minute blocks, and take a break at the end of every increment.
4. **Movement:** Add more movement to your schedule. It doesn't need to be hard-core exercise, just anything that increases your body's range of motion. For help, download 10 simple "daily prep" movements, all tied to breathing exercises, at [tignum.com](http://tignum.com).

► [From the ASHE Store:](#)

Interestingly I was going to recommend a new ASHE Publication this month and Ed Faye wrote a recommendation regarding the new *ASHE Health Facility Commissioning Guidelines as well*

[Health Facility Commissioning Guidelines](#)

*A New Approach to Commissioning Health Care Facilities* ASHE is convinced that commissioning is critical to the success of every health care facility project. Many buildings designed for high performance fail to achieve high-performance results. The *ASHE Health Facility Commissioning Guidelines* was developed to help health care organizations achieve the facilities they want.

Catalog: 055380



Member price : \$70.00

Non Member price : \$95.00

**Not a member, here is one more great reason to join.**

► [Next Quarter's Featured Article:](#)

**Greening Healthcare Facilities Through HVAC – Submitted by Rick Ciullo**

► [Request from the Editor](#)

I would like to thank those who provided material for this quarter's edition.

Please forward electronic version of information relevant to our business for the **BLUELINE**. We need material beneficial to our profession. Thank you,

**Hank Schuurman CHC**

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