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Dear BHMT member, Back-to-school time is right around the corner. Let BHMT help you prepare for the road ahead!

IN THIS EDITION:

- **NEW!** Introducing the Tuition Assistance Program
- Are You Ready for Fall?
- CTU's Registration Ends Aug. 12
- KP School of Allied Health Sciences' Registration Opens Aug. 15
- Registration for Coastline Community College Closes Aug. 19
- 'It Worked for Me': Jennifer Cline
- August Webinar: Overcoming Anxiety
- 3 Tips for Career Development
- Are You Getting **FREE** CEs at CE Direct?
- Ben Talks: Interview with New Horizons Rep, Aaron Brown—Part 2

NEW! Introducing the Tuition Assistance Program

The Ben Hudnall Memorial Trust is proud to announce the launch of our **NEW Tuition Assistance Program (TAP)**. TAP allows you to access your KP Tuition Reimbursement (TR) benefit with **NO** money out of pocket. **Please note:** This is **not an additional \$3,000**, but if you are approved, it is an opportunity for you to pre-pay for course materials and/or tuition costs. BHMT will pay upfront for any approved reimbursement applications (except travel) submitted through KP's TR system.

TAP Benefits:

- Payments are made directly to your academic provider on your behalf, or
- Directly to you at the time proof of payment is submitted versus after course completion.



TAP into your KP TR benefit today!

Are You Ready for Fall?

Does your education plan for 2016 require a prerequisite health science course for a Nursing or Allied Health program? If so, take an online lab course in the convenience of your own home with [California State University, San Marcos \(CSUSM\)](#) including

[Anatomy & Physiology](#), [Microbiology](#), [Biology](#), [Chemistry](#), [Organic Chemistry](#), and [Critical Thinking](#). Register now!



Registration ends August 8 for Fall 2016 Session starting August 29 – December 10.

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CTU's Registration Ends Aug. 12

Explore a variety of prerequisite courses from [Colorado Technical University \(CTU\)](#).  CTU offers an award-winning virtual campus where you can access coursework anytime, anywhere. College prerequisite classes are conveniently web-based and take only 5½ weeks to complete, so enroll today!

Registration ends August 12 for session B starting August 14 – September 20.

For more information call: 855.283.1590 or email: bhmt@coloradotech.edu



SCHOOL of ALLIED HEALTH SCIENCES

KP School of Allied Health Sciences' Registration Opens Aug. 15

Through [Kaiser Permanente Health Sciences \(KPSAHS\)](#), you can take advantage of the popular online non-credit courses offered, and in just six weeks, you can earn a certificate of completion as you conveniently learn at your own pace.

- [Intro to Anatomy & Physiology](#)
- [Intro to Biology](#)

Registration period opens August 15 for courses starting October 3.

Registration for Coastline Community College Closes Aug. 19

Are you considering a management career in the healthcare industry? Contact your [BHMT Career Counselor](#) today to find out how completing your associate's degree online with [Coastline](#) will help you achieve your career goals. **Apply, register, and start** classes today!



Registration closes August 19 for classes starting August 29.



'It Worked for Me': Jennifer Cline

[CO Cytotechnologist Shows What Happens When Passion Meets Training](#)

Current Position: Cytotechnologist CT, MLT (ASCP), Stapleton Support Services, Colorado

Her Goal: To take the skills learned from project management and utilize them to help teams increase their level of performance

How BHMT Helped: BHMT made it simple to go back to school and learn new skills through the use of the Project Management Program at UC Berkeley

[Jennifer Cline](#) has worked for Kaiser Permanente for 13 years. Most of that time she has spent in the Cytology department, but recently, she served for two-and-a-half years as the Colorado region's Workplace Safety Liaison and worked with teams on improving safety initiatives. "Safety is something I am passionate about, so being able to impact this area was particularly

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Ready to further her career even more, Jennifer was excited to learn about the [Project Management Program](#) at UC Berkeley through the Ben Hudnall Memorial Trust. "Since project management was already a part of my career plan, my vision was to use the skills learned through the program to educate, enable, and inspire teams to reach their goals across the organization."

Starting the Project Management Program in 2014, Jennifer found that the *Project Leadership and Building High-Performing Teams* course was her favorite. "The Project Leadership course was the most challenging and rewarding class I've taken in the program due to my passion for working with teams."

With assistance from Bridget Hurley, an improvement advisor in Colorado, Jennifer developed safety training for unit-based teams. This helped the Colorado region exceed their 2015 PSP safety goal of over 200 safety projects recorded in the UBT Tracker. This training was so successful that other regions have adopted it to train their team on safety as well.

Jennifer's final project as a Workplace Safety Liaison was to recruit health and safety champions for each of the unit-based teams in the Colorado region. "I partnered with J.J. Cassa, program manager of unit-based teams for the Colorado region, and the UBT consultants in order to accomplish this goal. Using some of the tools I learned in the Project Management Program, we were able to reach 80% recruitment rate of health and safety champions by the first week of 2016. This exceeded every other region although the Northwest quickly caught up. By the end of September 2015, 94% of the teams that worked on safety either maintained or elevated their level of performance. I think this demonstrates that teams that care about each other's safety are among the top performers." Through this project, she utilized planning and networking, and as a result has developed very strong partnerships throughout the other regions.

Jennifer is planning on completing the Project Management Program by the end of this year and will be taking the PMP exam in 2017. "I am looking forward to seeing how this program enhances my career as well as other participants' careers throughout the organization. Additionally, I would love to create a community around the BHMT project management program."

Congratulations, Jennifer!

August Webinar: Overcoming Anxiety

Be sure to **save your confirmation email** from WebEx messenger so you will have access on your webinar date.

Overcoming Test Anxiety

Tuesday, August 23

2 p.m. ET

(1 hr.)

REGISTER

If you're completing a certification program or going back to school this fall, it's normal to feel some anxiety when it comes to taking tests or completing papers and projects. However, sometimes, that anxiety impacts test performance and can even affect your sleep. If you'd like to learn some tips and techniques, please join me for a webinar on "Overcoming Test Anxiety" where I will be talking about how this anxiety affects your physiology and inhibits cognitive functioning. *Presented by Dee Holl, BHMT Career Counselor, CO Region*

3 Tips for Career Development

As a KP employee, Lotus Notes and emailing is used on a regular basis, and sometimes when things get busy at the office, we tend to forget how to keep it professional.

Here are 3 tips to remember when sending out

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- Use proper grammar and always spell check. Not sure how to check in Lotus Notes? Go to **Tools** up top on the toolbar and select **Spell Check**.
- Turn **Caps Lock** off because your message will read as if you are shouting.
- The subject of the email is used to catch your reader's attention, so keep it short and sweet!

For a refresh on email and online etiquette, check out BHMT's [Introduction to Online Learning Program!](#) Presented by Tina Nguyen-Cruz BHMT Career Counselor, NCAL



Are You Getting FREE CEs at CE Direct?

BHMT offers you **FREE** access to thousands of award-winning courses through [CE Direct](#). With CE Direct you get access to:

- [Continuing Education](#) – thousands of accredited courses for dozens of health professions
- [Reviews](#) for certification exams so you can take your test with confidence
- [Focused CE](#) – blended learning combining weekly live webinars led by nationally recognized experts, self-study readings, and an online forum to connect with the instructors and peers
- [Digital clinical textbook](#) – reference tool covering 98% of what nurses see at the bedside
- Exciting [webinar-based CE events](#) delivered by well-known experts in healthcare education

CE Direct is constantly adding new courses in all areas so be sure to log-in to check out what's new!

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Ben Talks: Interview with New Horizons Rep, Aaron Brown—Part 2

[New Horizons](#) representative Aaron Brown shares what to expect in a computer class and whether you should choose an online or in-person class. Hear about the most popular classes utilized by BHMT participants and how to get started.

If you would like to share your story on how BHMT has helped you, please email [BHMT](#) to get featured on our podcast. Also, feel free to leave a comment on our YouTube page. We'd love to hear from you!

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Need Career Direction? Contact Your BHMT Career Counselor

Are you aware of your free and confidential career counseling benefit? Your regional career counselors are available to help you with career goal setting, education planning, and job search assistance. No matter where you are at KP, it's useful to explore your professional development.

Contact Your MAS region Career Counselors

MICHELE MCCARTHY: Michele.M.McCarthy@kp.org, (301) 816-7403

MARY WIGGINS: Mary.C.Wiggins@kp.org, (301) 816-7403

Established in January 2007, the Ben Hudnall Memorial Education and Training Trust provides career counseling services and resources to education and training programs across Kaiser Permanente Regions.

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