

what's happening

Maine Medical Center
Portland, Maine 04102

December 12, 1984

Vol. 16, No. 20

Compensation study nearing next phase

The first major step in MMC's wage and salary study program is nearing completion as department heads, supervisors, and managers face a December 14 deadline for completion of their responsibility. They have been charged with preparing up-to-date, comprehensive job descriptions for every job performed at Maine Medical Center.

These people, representing every department in the hospital, attended job description seminars in mid-November, have been drafting descriptions of all job classifications within their departments, and should be delivering their drafts to the Personnel Department this Friday. The drafts -- and there should be about 500 of them -- will next be reviewed by members of the Personnel staff and the staff of The Sullivan Group, consultants to the program. This review will insure that the descriptions contain all factors necessary to provide an accurate basis for the wage and salary study. If changes are found necessary at this point, reviewers will discuss them with department heads, then descriptions will be returned to all departments.

At this point in the study -- beginning about mid-January -- each and every employee in the hospital becomes involved, according to Compensation Manager Margaret Boulos. "Each employee will be asked to review his or her job description," Ms. Boulos says. "This is essential if we are to be sure that each description accurately describes the work done and the skills and abilities

that are required to do it."

Once employees have completed their reviews, the descriptions will again be reviewed by department heads and Personnel staff, and committed to their final forms. Then the next step in the wage and salary study can begin. This will be to rank each job in relation to every other job at Maine Medical Center, and the goal is to assure that we have a wage and salary program that is equitable institution-wide. Much of the evaluation will be based on a set of factors developed and weighted by the employee advisory committee. The committee members were chosen for their combined knowledge of the jobs in the institution and of the needs of the institution, Ms. Boulos says. They are: Dick Balser, Administrative Director, Medical Rehabilitation; Mary Duffy, Administrative Director, Radiology; Jerry Edson, Associate Vice President, Data Management; Joe Fiore, Pathology Lab Manager; Karen Fletcher, Associate Vice President, Clinical Services; Ted Hollidge, Director, Engineering Services; Eleanore Irish, Director, Ambulatory Care Nursing; Mike Kilmartin, Associate Vice President, Finance; Len Loisselle, Cardiology Chief Cardiography Technology; Lorraine Poore, Head Nurse, NICC; Tad Runge, Associate Vice President, Administrative Services; Mike Swan, Director, Housekeeping; and Cathy Viger, Director, Surgical Nursing.

Once the job evaluation has been completed the committee, the Personnel staff, and the consultants will move on to step three: a survey of salaries at other institutions, organizations, and businesses in appropriate labor markets. This is to assure that MMC salaries are competitive in the job market. The final step will be a review of all MMC's wage and salary policies. The entire study, Ms. Boulos says, has a completion target of April/May 1985.



VINCENT B. WELCH
1917 — 1984

MMC Corporator, Trustee
Capital Campaign Chairman

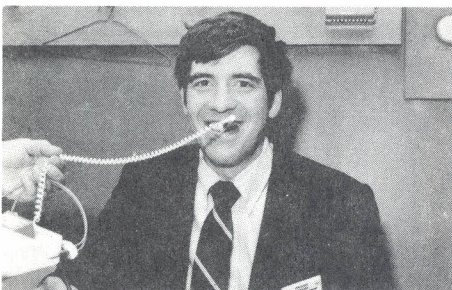
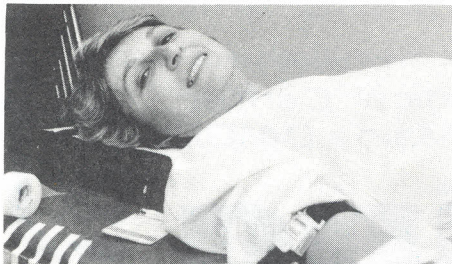
Vincent B. Welch helped so many people in so many ways. He was generous and practical, strong and gentle. He was determined and he was kind. He was a mover and a doer and a thinker. And all that he was, all that he did, will help to enrich the lives of generations to come. He planned it that way. And, very typically, he planned to help us, who had the great fortune of knowing him, deal with losing him. From the scripture readings he chose for his burial service, we heard:

All that the Father gives me will come to me; and him who comes to me I will not cast out. For I have come down from heaven, not to do my own will, but the will of him who sent me; and this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up at the last day. For this is the will of my Father, that everyone who sees the Son and believes in him should have eternal life; and I shall raise him up at the last day. JOHN 6:37-40

THE FLOWER BOX Holiday Sale

December 12, 13, and 14
Admitting Lobby

Isn't It Time?



These are some of the people who donated blood (or at least offered to donate blood) at recent blood drives at Maine Medical Center. The Red Cross will be back again Friday, December 21, 7:00 AM - 4:30 PM, and you are invited to join your coworkers in giving the Gift of Life.

Blood Donor Recruitment Chairman Bill Gousse says the sign-up table will be in the Admitting Lobby the week of the drive, December 17-21, with a Holiday touch: a Christmas tree on which every donor who signs up at the recruitment table will be honored with an ornament bearing his or her name.

Even if you don't sign up in advance, you're invited to come to the blood drive in Classrooms 3 & 4. And after all, isn't it time you joined your coworkers?

Holiday Reception to feature door prizes

The Holiday Reception next Tuesday will feature a number of drawings for door prizes. The hospital will contribute gift certificates to area restaurants and stores, and also a grand prize of a cord of wood or its equivalent in another fuel.

The Employee Activity Committee will donate five hams to be drawn along with the gift certificates, and is also contributing three \$50 gift certificates for the Discount Food Program.

All the door prizes will be drawn in random drawings, with all employees entered (the morning drawings will be limited to night shift employees, the afternoon drawings limited to all others, and the grand prize drawing will be open to all).

EAC asks help with Christmas baskets

The Employee Activity Committee is once again putting together Christmas Baskets for needy MMC employees and their families. To do this, the EAC is asking for donations from the rest of us, to share our fortune with others. Instead of donations of food, the EAC is asking for donations of money, which it has found makes it easier to assemble proper baskets and avoid leftovers.

There are big glass jars near the cash registers in the Cafeteria. Please donate whatever loose change or larger amounts you can. The baskets will be prepared and delivered just before the Christmas weekend.

Last year, the EAC made up six baskets for families, plus one fruit basket with a \$20 gift certificate for a couple. The EAC put in about \$200 to flesh out the baskets, on top of the over \$230 donated by employees. The EAC hopes contributions are as generous this year, as the Christmas spirit comes to MMC.

New Employees

NEPHROLOGY: Elizabeth Collins

ACCOUNTING: Robert B. Chabot

MED TECH SCHOOL: Vera E. Gallant

FOOD SERVICES: Bernadette Harrigan, Stephen Leighton

HOUSEKEEPING: Francis W. Henry

ENGINEERING: Gordon W. Hersom

PATHOLOGY: Jane M. Miles

MMC employees may get a Saddlepass

Saddleback Ski Area is offering a corporate discount to MMC employees again this year through the Employee Activity Committee. This year, instead of using MMC Photo IDs., it will issue its own photo ID to those who sign up. The ID is called the Saddlepass, and will entitle the holder to a \$5.00 savings on adult lift tickets and a \$3.00 savings on junior tickets. The discount applies all day, every day for the entire season.

The Saddlepass is available for a \$5.00 processing fee (\$3.00 for the junior.) Application forms are available from Joyce Decesere in Payroll. The special low fee on the Saddlepass is available only until January 15; the price then reverts to the general public price of \$35 for the adult pass and \$21 for the junior pass.

New health insurance cards to be out soon

MMC employees will soon receive new group health insurance packets from Blue Cross/Blue Shield/Blue Alliance. The packets will contain new membership cards and updated information on MMC's group insurance plan. The plan changed October 1 when the Blue Shield coverage was upgraded and the Union-mutual major medical coverage was replaced with Blue Alliance major medical coverage, which has better benefits.

The policy number has not changed, but all members will receive new membership cards. They will be in the packet -- difficult to find, but there -- behind the contract. Contact the Employee Benefits Office at x2973 with any questions about group health insurance coverage.

EAC has Sugarloaf tickets at savings

The Employee Activity Committee has Sugarloaf USA lift tickets at a discount rate again this year. They are available in the Security Office, and payment by check is preferred.

The rates are: Adult, \$19.50 both weekdays and weekends (regularly \$22 weekdays, \$24 weekends). Junior, \$12.50 both weekdays and weekends (regularly \$15 weekdays, \$16 weekends).

HOLIDAY RECEPTION 1984

All employees are invited
to attend the

Holiday Reception

Tuesday, December 18

in the Cafeteria

6:30 - 8:30 AM

Night Shift Employees

2:00 - 5:30 PM

other employees
and Retirees

HealthStyles brings volleyball back

HealthStyles and the University of Southern Maine Lifeline program have joined forces to bring intramural volleyball back to MMC. Last winter a few enterprising departments organized an informal volleyball league which played in the McGeachey Hall gymnasium. The reincarnated league will be more structured, fully organized and playing its games in the full-size facility at the USM-Portland gym.

The league is open to all MMC employees. Here are the rules:

- there will be 6-10 teams, playing once a week for ten weeks, beginning January 21.
- games will be played in pairs, one at 7:45 PM and one at 8:30 PM.
- teams may be assembled from one department or various departments.
- there must be 3 females and 3 males playing on each side at all times.
- the name of the game is regulation volleyball.

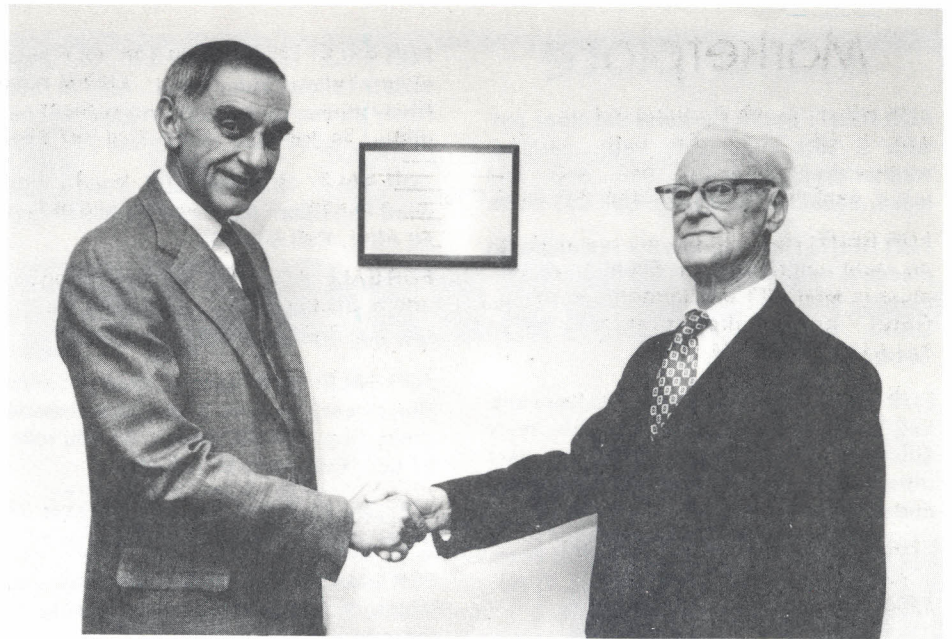
At the end of the league, the members of the two top teams will receive t-shirts. Sign-up sheets and posters will be appearing soon.

Thanks...

I would like to say thank you to the person -- or persons -- who discovered my purse left in the cafeteria recently and turned it in intact.

That's true Christmas Spirit! Thanks again.

N.T.



MMC DIRECTOR OF PHARMACY Robert Auger congratulates and thanks Horton King, long-time Pharmacy volunteer, on the occasion of the dedication of the Hilda L. King Library/Conference Room. Mr. King donated the room in memory of his wife, who was a volunteer at MMC from 1946 - 1974. She gave her time in the Canteen, the forerunner of the Coffee Shop, and was also a member of the volunteer sewing group. This group of ten women gathered every Tuesday to do hemming and repairing of hospital linens, diapers, johnnies, and other articles. In eleven years, Mrs. King missed only two Tuesdays. (A/V Photo)



ATTENDING THE OPEN HOUSE for MMC's newly renovated and expanded Pharmacy November 30 were, from right: Rocco Maffei, R.Ph., Director of Trade Relations, J.E. Gould Co.; Robert Auger, R.Ph., MMC Director of Pharmacy; Thomas Claffey, M.D., Chairman of the Pharmacy and Therapeutics Committee of the MMC Medical Staff; Alfred Runge, MMC Associate Vice President for Administrative Services; Karl A. Nieforth, Ph.D., Dean, College of Pharmacy, University of Connecticut; Benjamin R. Hershenson, Ph.D., Dean, Massachusetts College of Pharmacy and Allied Health Sciences; Leonard Worthen, Ph.D., Professor, College of Pharmacy, University of Rhode Island; Raymond A. Gosselin, Sc.D., President, Massachusetts College of Pharmacy and Allied Health Sciences; and Richard O. Campbell, R.Ph., Secretary, Maine Board of Pharmacy.

Marketplace

FOR RENT: South Portland 3rd floor apt. with 2 BRs, new KT, bath, parking, washer/dryer hook-up. Sec. dep. and lease. \$450/mo. plus utils. Call 846-9470.

FOR RENT: Room in private residence in pleasant neighborhood. Six minute commute to MMC. KT and laundry privileges. Quiet, non-smoker preferred. Call 761-0410 after 7 PM.

FOR RENT: Woodfords area 2nd floor apt. in 2-family house. Single or couple, non-smokers, quiet lifestyle. \$400/mo. plus utils. Avail. Dec. 15. Call 871-1404 days, and 934-4995 eves.

FOR RENT: 46 West St. apt. on 1st floor. 4 rooms with bath, parking for 1 car. \$400/mo. unheated. Call 774-3546.

FOR RENT: Cozy 1 BR apt. with w/w carpeting, laundry, modern, quiet building. \$325/mo. plus utils. Call 767-2291.

ROOMMATE WANTED: Professional M/F to share large house in Scarborough with professional male and female. \$300/mo. includes all utils. plus use of washer/dryer. Sec. dep. Call 767-4141 between 9-11 AM or after 7 PM.

ROOMMATE WANTED: Beautiful, furnished 1 BR apt. is all yours except for the 1 weekend or so a month when I come up from N.Y. You get the BR. \$350/mo. including heat. Sec. dep. and refs. a must. Prefer female, non-smoker, professional person. Sorry, this is a no pet (but beautiful) building. Call (212) 222-1929 or leave message at 774-3343.

FOR SALE: Queen size sleep sofa (blue), \$300. Whirlpool washer, extra large capacity, 2 yrs. old, almond, \$250. Lawnmower, used 6 times, \$150. Call 775-5949 after 5 PM and leave message.

FOR SALE: AKC registered Golden Retriever puppies. Can be picked out now, but not ready to leave until mid-January. Field trial bloodlines. \$200. Call 926-4440 or 926-4611 eves. and weekends.

FOR SALE: 1981 Subaru 2-dr. GLF (sport style). Yellow, auto. trans., AM/FM radio, Rusty Jones, cloth seats, in excellent condition, 36,000 plus miles. Call 797-8768.

FOR SALE: 1973 Mustang. 6-cyl., auto., good condition. Must sell. \$1,500 or make an offer. Call 642-4682.

FOR SALE: 1975 AMC Hornet in good condition. Sticker until June. \$375 or best offer. Call 854-5650 after 6 PM.

FOR SALE: 1976 Toyota Celica GT, black, Hawaii car, no rust, 5-sp., new exhaust, great mpg, AM/FM stereo, 81,000 miles, \$1,000. Call John at 799-1267.

FOR SALE: Brand new 5" portable TV. Never used, \$70. Call 854-5650 after 6 PM.

FOR SALE: Large coffee and matching end tables with storage space in each, excellent condition; asking \$75. Fischer MT640 automatic turntable, very good condition, \$75 or best offer. Call 772-0387 after 4 PM.

FOR SALE: Hamburg, extra lean. 25# or 50# lots at \$1.60/lb. Homegrown, no chemicals or hormones. Call 892-8266.

FOR SALE: Never used 185/70 14" radial studded snow tires that fit Volvo, \$60 each. Snowtires retreads A 78-13 that fit Mazda, \$15 for pair. Excellent tread. Call 883-4756.

FOR SALE: Apt. size butcher block KT table with 2 chairs in excellent condition. Call 854-8938.

FOR SALE: Concepts in Comfort LR set. Sanyo AM/FM cassette player. Jensen and Jensen car speakers. Call 775-2869 eves.

FOR SALE: Whirlpool gas dryer, heavy duty, white, \$200. Excellent condition. Call 774-7334 after 6:30 PM.

CLASSIC PAINTING and wallcovering. Do neat, high quality work. Textured ceilings and remodeling. Refs. and free estimates. Call Rob at 883-3554.

BABYSITTING: Will babysit 1 pre-schooler in my West Buxton home full or parttime. Call 727-5690.

what's happening

WHAT'S HAPPENING is published every Wednesday at Maine Medical Center, Portland, Maine for members of the Hospital community and for friends of the institution throughout Maine and northern New England. Comments, questions and suggestions may be addressed to Public Information Office, MMC, Portland, ME 04102. Barbara Burns, Editor.

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State has sobering facts for holidays

Christmas and New Year's are fast approaching, and with them an increase in auto accidents related to alcohol. Below are some statistics provided by the Maine Department of Public Safety, on the occasion of National Drunk and Drugged Driving Week, December 9-15:

- alcohol-related highway deaths in Maine have been climbing steadily since hitting a low point just after the passage over a year ago of what was then the strictest OUI law in the country. At the end of October 1984, 110 out of 189 highway deaths in Maine were alcohol-related accidents.

- nationwide, 71 people die each day in alcohol-related accidents.
- nationwide, 2,000 people are hurt each day in alcohol-related accidents.
- persons between 16 and 24 years of age comprise 20% of licensed drivers in the U.S. and 20% of vehicle miles traveled, but they cause 42% of all alcohol-related accidents.
- according to a recent study by Allstate Insurance Company, drunk drivers cost American taxpayers \$21-24 million a year.

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