



PORTLAND AREA
INDIAN HEALTH SERVICE
1220 SW 3rd AVENUE, Room 476
PORTLAND, OREGON 97204

March 30, 2010

Facility Managers, CEO's and Tribal Health Directors

This is an invitation for nominations to attend the Portland Area OEHE 2010 Annual Workshop in Yakima, Washington on April 26th-29th. The presentations will focus on topics specific to Ambulatory Health Centers operations and maintenance. A block of rooms at the government rate of \$70/day are being held under:

"Indian Health Service"

Clarion Hotel and Conference center
1507 North 1st Street
Yakima, WA 98901
(509) 248-7850

At this time we are confirming pre-applications as space is limited.

You must submit your e-mail or FAX nomination to:

Tamara Brown, Office Automation Assistant
503.326.2001 (phone)
503.326.7280 (fax)
tamra.brown@ihs.gov (e-mail)
NLT COB April 5, 2010.

All costs for per diem and travel are to be paid by the local field/tribal organization. There will be no tuition cost to participants

The workshop will start on Monday April 26th and run through Thursday April 29th. A more comprehensive agenda will follow after attendance is confirmed. In addition to more general sessions and discussions related to day-to-day operations our workshop will have a couple of formal training tracks including:

Environmental Audit Orientation (Tuesday, 8:30 AM to 12:00 PM)

This training module will provide an orientation to the new IHS Environmental Audit program that is currently being implemented in each Area. This program is designed around the concept of self-audits (as opposed to external contractor audits) so orientation and audit training is essential to the success of this program. Topics for this training will include:

- Relationship between IHS environmental audits, environmental management systems, and the IHS stewardship plan.
- Environmental topics covered by the IHS audit process
- Most common healthcare facility environmental violations
- The self-audit process – who, what, when, where and how?
- A self-audit exercise
- Positive outcomes of the audit process

BOC 105 – Operation & Maintenance Practices for Sustainable Buildings (Wednesday, 8:30 AM to 4:30 PM)

At the completion of the Operation & Maintenance Practices for Sustainable Buildings class, a participant will be able to:

- Identify the six key areas of sustainable building operation and maintenance.
- Describe national rating systems and energy benchmarking tools for sustainable building design, construction and operation.
- Rating systems and performance evaluation tools for application to their facility and organization.
- describe a range of O&M practices for improving building energy and resource conservation

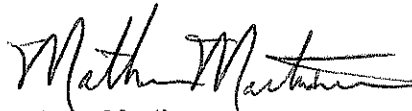
People Literacy: Interpersonal Communication (Thursday 8:30am – 11:30am)

During this workshop, participants will use the DiSC self-report instrument that identifies their work behavioral style and helps recognize and minimize potential conflicts with others.

Participants will learn how to better communicate and work with people who are of a different style than their own. Upon completion of the program, participants will be able to:

- Identify their communication style and take personal responsibility for its impact on others
- Have a better understanding of others communication styles
- Reduce conflict with other styles
- Determine which styles work together most compatibly
- Develop strategies for blending and capitalizing on different styles

We look forward to your attendance or attendance by your staff to ensure that we are providing the best building maintenance and support for our health programs. Should you have specific questions on the training please contact Mathew Martinson, Director, HFE at 503-326-2001. If you have questions on nominations or the workshop location please contact Tamara Brown at the phone number listed above.



Mathew Martinson
Director,
Heath Facilities Engineering

Please return this nomination form NO LATER THAN COB April 5, 2010

If you would like to nominate an individual to attend.

FAX OR E-MAIL TO:

503-326-7280

Tamara.brown@ihs.gov

Indian Health Service

Tamara Brown, Office Automation Assistant

1220 SW Third Av, Room 476

Portland, Oregon 97204-2892

NOMINATIONS:

PRINTED NAME

TITLE

Location

PHONE NUMBER

E-MAIL ADDRESS

(Sign and Date): _____

Signature of Service Unit or Tribal Health Director (Signature is a commitment the individual(s) nominated are committed to and will actually attend.)