

ORS News2Use

Summer 2013 Issue

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Life @ NIH: We Asked, You Responded

In November 2012, over 3,000 NIH employees responded to an electronic survey titled: "Life @ NIH."

This survey, sponsored by ORS in support of the NIH Child Care Board and the Office of Human Resources, was an opportunity for all employees to let us know if a variety of "support services" and programs made a difference in their lives and in their perceptions of work at NIH.

Questions were asked about child care and parenting resources, dependent care resources, fitness, wellness, public transportation

subsidies, clubs, flexible work schedules, telework and many other programs to make work more balanced in our lives.

You had much to report -- happily many employees use and value the resources and thanked NIH for the commitment to balance of work and life. More than 25% of respondents took the time to write comments about the quality of programs, their value and the need to publicize their availability.

One important finding revealed that many employ-



ees don't know about or know how to access some of the great programs that exist. Other employees reported disappointment that leadership does not do a better job of encouraging employees to take advantage of some of the great opportunities staff have, especially about workplace flexibility. (Continued on page 3)...

Do You Know Your Safety and Health Specialist?

If you don't work in a lab or have daily contact with lab staff, you may not be familiar with your Safety and Health Specialist. However, lab staff members aren't the only ones who should be acquainted with their Safety and Health Specialist. Listed below are a few reasons to contact your Safety and Health Specialist:

- ◆ To learn how to properly dispose of chemicals and sharp objects
- ◆ To report spills (after contacting emergency response services)
- ◆ To report an unhealthy workplace condition or hazard
- ◆ To report a problem with indoor air quality in your workplace
- ◆ To report a concern with hazardous noise
- ◆ To learn more about your responsibilities for maintaining a safe and healthful workplace for yourself and other employees

- ◆ To stay informed about any required safety training

To view a list of all the Safety and Health Specialists by Institute or Center (IC) at:

http://www.ors.od.nih.gov/sr/dohs/healthandsafety/pages/safety_health_specialists.aspx

To stay up to date on the most current safety and health policies and resources, visit:

<http://www.ors.od.nih.gov/sr/dohs/SafetyResources/news/Pages/whatsnew.aspx>

For more information contact the Division of Occupational Health and Safety at (301) 496-2960 or

http://www.ors.od.nih.gov/sr/dohs/aboutDOHS/Pages/about_dohs.aspx.

Medical Arts is Changing the Way It Does Business

The Division of Medical Arts (DMA) has served the NIH community for over 50 years, offering unique qualifications, expertise and understanding of the NIH community. The Medical Arts team has distinguished itself by winning numerous awards and is unmatched by outside providers.

Even with our award-winning creative expertise, reductions in workload, advances in technology, duplication in similar services, and reductions in IC and ORS budgets require Medical Arts to change the way we do business. This restructuring will optimize the Medical Arts footprint by reconsidering space, technology, workforce and establish a leaner and streamlined structure, or “storefront.” The storefront will be capable of managing and providing the niche services that support the mission of the NIH and the HHS, to the extent that revenue continues to cover expenses. Our analysis indicates this restructuring is in the best interest of the DMA and its customers.

As the DMA transitions through this restructuring during the remainder of FY13 and into FY14, the Medical Arts Branch (MAB) will continue to provide the following:

- ◆ Express services — scientific and event posters, programs and brochures, plaques, campus photos, and custom framing
- ◆ Medical and visual information services:
 - ◇ Design Services - identity graphics, publication, poster, brochure, signage and exhibit design
 - ◇ 3D modeling and animation ranging from simple moving diagrams to photorealistic animations revealing



even the most complicated processes

- ◇ Digital animations for presentations that can illuminate surgical procedures, educate patients, and communicate complex research by showing a series of steps instead of a single static image
- ◇ Illustrations – journal covers and publications, medical and biological drawings, and accurate, concise technical charts, diagrams and laboratory equipment

We encourage our current customers to continue utilizing MAB services during the transition. As the ORS works through the budget development process for FY14, we will have a better understanding of our ability – and of our customers’ ability – to ensure the future viability of the medical arts function. We will keep the community posted and will adjust our business plan accordingly.

The MAB will be able to complete the services outlined in established Inter/ Intra-Agency Agreements (IAAs). These formal agreements funding visual communication projects have resulted in vital collaboration between MAB and other government agencies. New IAAs may be established in FY13 but the services must

be completed by the end of FY13. You, the Medical Arts customer, can be assured that the level of service will not decline.

We also encourage those ICs procuring similar services from outside entities to try using MAB and support us as we transition. The Medical Arts team is ready to do whatever it takes to get the job done – creatively, efficiently and expertly. No outside provider can match the Medical Arts team’s unique qualifications, expertise and understanding of the NIH community. We are dedicated to meeting your needs – each and every time.

Please contact us with any concerns or specific questions related to MAB services. Also, visit our website of services, browse our portfolio of award-winning work, and follow us on Twitter.

Phone: (301) 496-3221

Website: medarts.nih.gov

Tumblr: nihmedarts.tumblr.com

Twitter: [NIHMedicalArts](https://twitter.com/NIHMedicalArts)

Life @ NIH: We Asked, You Responded

The NIH Child Care Board reported many of the findings to the Deputy Director of Management on May 30, 2013 and will present finding and recommendations to the NIH Executive Officers in August. One of their recommendations will be enhanced communication with employees concerning all that NIH has to offer, which may include training for managers, enhanced electronic communica-

tion and celebrating NIH as a great place to work.

The Life@NIH Survey presentation can be found on the NIH Videocast website at: <http://videocast.nih.gov/launch.asp?17975>.



Available Ergonomic Services

Work place injuries caused by awkward body posture, repetitive motion, excessive force, contact stress, or vibration, are frequently referred to as Musculoskeletal Disorders (MSDs). Musculoskeletal injuries can be reduced or eliminated through proper ergonomics.

Ergonomics is the science of fitting a workstation to people. It focuses on designing workstations, tools and tasks for safety, efficiency and comfort. As an employee, it's important to be aware of MSD hazards and how to prevent them from occurring.

Do you think you'd benefit from an Ergonomic Evaluation?

First, see if you can improve your workstation by completing the following self-evaluation: <http://www.ors.od.nih.gov/sr/dohs/HealthAndSafety/Ergonomics/Pages/pain.aspx>.

If symptoms persist after performing the recommended evaluation, contact Occupational Medical Services (OMS) located in Building 10,

Room 6C306, (301) 496-4411.

The Division of Occupational Health and Safety provides a range of services to help identify musculoskeletal hazards and prevent MSDs from occurring. These services include:

Training Programs

- ◆ Computer and Laboratory ergonomics training
- ◆ Back safety training
- ◆ Specialized training for non-computer environments, such as jobs involving tool use or lifting

Ergonomic Worksite Evaluations

- ◆ Computer workstation evaluations for all faculty and staff
- ◆ Worksite evaluations in laboratories, patient care, cafeterias, environmental services, etc.
- ◆ Post-injury worksite evaluation for injured or disabled employees

To learn more about workplace ergo-



nomics and ways to improve your workstation, visit the DOHS's ergonomics website at: http://www.ors.od.nih.gov/sr/dohs/HealthAndSafety/Ergonomics/Pages/ergonomics_home.aspx.

To arrange an ergonomic evaluation or assessment please call (301) 496-3353.

Upgrade to Physical Access Control System Software at NIH Facilities a Success

During the late hours of Friday, June 28 and into Saturday morning, June 29, NIH successfully upgraded the software that controls the Physical Access Control Systems (PACS) at the NIH main campus perimeter gates and at select buildings, offices and laboratories on and off campus that are secured with electronic badge readers.

Thanks to a carefully orchestrated team effort by everyone involved with the upgrade, including the HSPD-12 Program Office, the ORS Information Technology Branch, the Center for Information Technology, the Division of Police and the many Institute/Center points of contacts and other IC representatives, NIH staff entering affected sites experienced minimal inconvenience during the operation.

Congratulations to everyone involved who made this upgrade a success.

Photo Contest: In Focus! Safe Workplaces for All



The National Institutes of Health (NIH) announces the 2013 "In Focus! Safe Workplaces for All" photo contest. The contest challenges anyone with a passion for photography to capture an image of workplace safety and health and share it with the ORS, Division of Occupational Health and Safety (DOHS). The goals of the contest are to:

- ◆ Further efforts to reduce personal injuries and illnesses

- ◆ Educate and underscore the importance of safety
- ◆ Foster innovation to create shared solutions
- ◆ Achieve community involvement by relying on your talent, imagination and creativity to raise awareness of workplace safety and health

You can interpret "image of workplace safety and health" in any way you choose. There are no restrictions to particular subjects or themes. Pictures can be taken of a variety of workplaces and is not limited to the NIH workplace.

The submission period runs from Thursday, August 1st to Monday, September 30th, 2013.

Prizes will be awarded for the most outstanding portrayals of occupational safety and health in terms of artistic value and ability to raise awareness of safety and health to the NIH community.

Photographs will be judged by the following criteria:

- ◆ Suitability for possible use in NIH, ORS and DOHS publications/websites
- ◆ Message
- ◆ Originality
- ◆ Creativity
- ◆ Inclusion of worker, employer or workplace imagery
- ◆ Quality of photograph

For more information contact the DOHS at (301) 496-2960 or visit: <http://www.ors.od.nih.gov/sr/dohs/HealthAndSafety/infocus/Pages/default.aspx>.

DIS 11th Annual Immigration Conference



visiting foreign scientists. We are here to ensure that the NIH maintains compliance with all applicable U.S. Immigration laws governing the stay of our visiting scientists in the United States.

We are thrilled by this year's overwhelming turnout with 231 participants, an increase from last year's 203 participants. Preparations for the 12th annual Immigration Conference have started, and we hope to see you in 2014.

The DIS Annual Immigration Conference aims to educate NIH administrative staff about the procedures involved in recruiting and retaining foreign national scientists in the NIH Visiting Program. Training sessions ranged from the basics to those for veterans of our annual Immigration Conference. New this year, we offered a well-attended session on "G-7

and Other Advanced J-1 Topics." which provided a closer look at the use of NIH's "G-7" J-1 Exchange Visitor Program. We also were able to give administrative staff a glimpse of our upcoming electronic submission process through our database, the NIH Foreign National Information System or "NFNIS." This electronic submission process coincided with DIS's efforts to "go green," as we offered participants the opportunity to download a copy of our training materials instead of providing a paper copy.

For more information about the Immigration Conference, please visit the DIS [conference web page](#). Please visit our [HelpDesk](#), for help answering Frequently Asked Questions (FAQs) on a variety of topics. If you still cannot find the answer to your question, fill out our Inquiry Form and log your question as a "ticket." After submission, you will receive an e-mail confirmation and a ticket number. Our office responds to ticket inquiries within 48 hours.

The Division of International Services (DIS) recently hosted their 11th annual Immigration Conference for NIH administrative staff over two days from May 8-9, 2013 at the Natcher Conference Center in Bethesda, Maryland.

DIS provides immigration related services for visiting foreign national scientists in the NIH Visiting Program, as well as to the NIH Intramural Research Program (IRP) community. Our mission is to provide the highest level of professional guidance and immigration related services to the NIH IRP and to our

Serving the NIH Community...

For questions or comments about ORS services: ORSInfo@mail.nih.gov or (301) 594-6677

For questions or comments about published or potential stories: ORSNews2Use@mail.nih.gov

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