



MEMORIAL COMMUNITY HEALTH, INC.

EMPLOYEE CONNECTION

September 25, 2009

FROM BEGINNING TO END, IMPROVING LIVES THROUGH COMMUNITY HEALTH SERVICES

Welcome Back:

Tammy Wengler, Texas, MCC, MA/NA
Caroline Quartier, Aurora, Dietary Department

DEPARTMENT OF THE MONTH:

Memorial Hospital's Health Information Management department has been chosen as MCHI's October, 2009, Department of the Month. The entire HIM department is friendly and helpful. They work hard everyday keeping patient charts together and in order. They are very quick and efficient with the jobs for which they are responsible. Maintaining an accurate medical record is extremely important to provide safe patient care, and we are fortunate to have such a detail oriented department. Congratulations.



EMPLOYEE OF THE MONTH:

Kristy Meyers, Memorial Hospital Certified Nurse Aide/Unit Secretary, has been selected as MCHI's October, 2009, Employee of the Month. Kristy helps in all departments when needed. She gets along well with others and always has a good attitude.



One day, she was working both in the pre-op surgical department and housekeeping. She communicates well with all departments to get the job done in a timely manner. We are lucky to have Kristy here at MCHI. Congratulations Kristy.

KITTY

Some of you may have noticed a gray and white cat walking around the west parking lot, or lounging by the back door. Her name is Kitty. She came to us during the construction of the surgery center. The maintenance department was called twice to help her out of the courtyard and once she was found inside by the CFD office. She was not tame at that time, and was not happy with the unfamiliar surroundings she found herself in.



Now when Rod and Jerry are working outside, she follows them everywhere, like a lost pup. She likes any kind of loving attention. While she likes spending time with Rod and Jerry, they have not been able to teach her to fetch, yet, but she does talk a lot, we just don't know what she is saying.

Kitty has found a home here, in the maintenance storage shed, but she doesn't stay for free. She has a job, her title is: Mouser of Storage Facilities.

If you happen to see Kitty, pet her or scratch her ear, she'll be sure to say "thanks".

SCARE THE SQUARE

Every year MCHI participates in the annual Scare the Square – giving out goodies to all the little trick or treaters. Are you interested in volunteering for this fun event?? It is being held October 29 from 6:30 – 8:00 P.M. Please let Laurie know if you want to help!



PERSONNEL POLICY REVISIONS

The Personnel Policy Manual is reviewed on an annual basis to insure all policies are current. This year, several policies were revised and the revisions are listed below:

- Policy 4 – Affirmed that employees shall provide emergency care and assistance to patients/residents of any division of MCHI.
 - Policy 6 – The part-time employee definition was revised to state “Employees *regularly* scheduled to work and average of at least 24 hours per week but less than 36 hours per week...”
 - Policy 10 – The departments requiring CPR training has been updated.
 - Policy 12 – The process for long distance charges to be reviewed was updated.
 - Policy 12 – A new statement regarding cell phones and text messaging was added. Cell phones (including text messaging) may only be used while on breaks and away from the work area.
 - Policy 14 – Four levels of Written Warnings was modified and the statement regarding probation is removed.
 - Policy 15 – Crocs are prohibited in any area.
 - Policy 15 – The Tops/shirts statement was changed to include “Tops/shirts shall not expose the midriff, cleavage, shoulders or back...”
 - Policy 27 – Addition of the tracking tool to be used when on transitional duty.
 - Policy 33 - Changes made to address the pension changes made June 1, 2009.
 - Policy 40 – FMLA definition of Termination changed to include “Failure to return to duty on date scheduled will result in the assumption that the employee has voluntarily terminated employment. *The termination date is the last date of work.*”
- New policy for HRA – A new policy for the HRA was developed. All other policies following the new policy in the manual will have a change in policy number.

MANDATORY OSHA MEETINGS

MANDATORY OSHA MEETINGS WILL BE HELD IN THE HOSPITAL CONFERENCE ROOM UNLESS OTHERWISE NOTED.

THEY ARE SCHEDULED AS FOLLOWS:

THURSDAY, OCTOBER 8

7:00 AM, 1:00 PM, 3:30 PM

FRIDAY, OCTOBER 9

7:30 AM, 10:00 AM, 12:00 PM

THURSDAY, OCTOBER 15

7:30 AM—CLAY CENTER CLINIC

3:00 PM—CONFERENCE ROOM

6:00 PM—EAST PARK VILLA

FRIDAY, OCTOBER 16

12:00 PM

H1N1 IMMUNIZATION

Memorial Community Health is actively participating in plans to immunize staff and patients for the novel H1N1 virus. Initially, we will receive a very limited number of doses of vaccine and we will follow the CDC guidelines to determine who will receive those doses. Over the course of the fall, we anticipate we will receive enough vaccine to immunize all appropriate staff. Please watch for notices and updates.



Books Are FUN!

October 7th, Wednesday will be MCHI's annual BOOK FAIR! Mark it on your calendars and plan to stock up on books for all the special people in your lives. This is a great opportunity to do some early holiday shopping and support MCHI at the same time. Remember 10% of our sales that day are donated to Memorial Foundation! Thanks in advance for your support!

Root Beer Float party to Honor all Special Employees

To honor ALL Employees and
Departments that have been nomi-
nated for the monthly honor,
we are having a
Root Beer Float Party
on Tuesday, October 13.
The party will be held in
the hospital Cafeteria
beginning at 1:30 pm.
Everyone is invited.

