

West Central Georgia Regional Hospital REGIONAL REFLECTIONS

February 2012

INSIDE THIS ISSUE:

WC Chosen for RESPECT Committee Pilot Project	2
Reviewing Schedule for Hospital Policies	3
Employee News	4-5
News from HR	6-8

KRONOS LIVE DATE IS FINALLY HERE

Live date is set for March 1, 2012

- Effective live date for third shift employees will be Feb 29th at sign in due to day divide
- Please report any problems you are experiencing with KRONOS to your supervisor ASAP (This will ensure we get these fixed before the go live date)
- All employees that utilize time stamp and project view, ensure you are able to log in
- All finger rescans need to be done ASAP
- Anyone who still needs training, please contact Wallietra Lynch at x1488 for scheduling
- If you need any reference materials, please go to the j-drive under KRONOS
- Managers ensure that all of your employees are presently showing under your login
- Managers need to ensure all employees are utilizing the KRONOS timekeeping system



WC Chosen for RESPECT Committee Pilot Project

Commissioner Shelp has selected West Central as the site of a RESPECT pilot project. This is an honor and a tremendous opportunity for us!

As you know, over the past two years every member of our staff has participated in RESPECT training—Phases I and II—with Joel Slack. Mr. Slack was very impressed with our staff and the level of dedication we demonstrated to the individuals we serve. As a result, Mr. Slack recommended to Commissioner Shelp that West Central be the site of this pilot project. To implement this project, Mr. Slack will work very closely with a committee to initiate a RESPECT policy and activities to enhance our environment of RESPECT with benefits to both our staff and the individuals we serve!

We have appointed a RESPECT Committee to work with Mr. Slack and lead us in this pilot project. These committee members were recommended by their peers and supervisors because of their reputation of being leaders in our hospital and of being respectful to both the individuals we serve and to fellow employees.

Our RESPECT Committee members are:

Stephanie Blackmon, RN	Unit 10
Anna-Maria Houin, Behavior Specialist	Unit 10
Riston Huddleston, HST	Admissions
Iya Joshua, Program Associate	Unit 7
Anntinette Miller, HST	Unit 9
Hannelore Perkins, SSP	Unit 2
Allison Richardson, Activity Therapy	Unit 10
Otis Richmond, HST	Unit 3
Yulone Solomon, FST	PBS Team
Audra Tyszko, FST	Floater



The RESPECT Committee has been meeting for approximately two months and have some exciting things planned for us!

We also have individuals from our leadership team who will be functioning in key roles to assist the committee in accomplishing its agenda.

They are as follows:

- Gerri Brooks, Training Program Administrator, SD&T
- Marcia Capshaw, CRIPA Coordinator
- Sheri Nicholson, Director, Social Work Services
- Rick Garcia, Service Director
- Rebecca Pyke, Administrative Assistant, RHA's Office
- Nannette Byars, Nurse Executive
- John Robertson, RHA

West Central is committed to embracing RESPECT for the individuals we serve, for their families, for our staff and for our stakeholders in our routine procedures and practices. Please join me in embracing and internalizing RESPECT and, in doing so, assuring the best possible care and outcomes for the individuals we serve.

John Robertson



Reviewing Schedule for Hospital Policies

February

SME: Rebecca Pyke

WC-100-02 "WCGRH Policy and Procedures Manual"

SME: Sheri Nicholson

WC-100-10 "Continuing Hospitalization/Habilitation"

SME: Caren Nuetzel

WC-100-18 "Medical Record Forms Development and Approval"

SME: John Robertson

WC-100-24 "News Releases"

SME: Jim Sanregret

WC-121-01 "Patient Trust Fund"

WC-121-02 "Travel Requests and Expense Statements"

SME: Sid Harden

WC-124-03 "Use of State-Owned Vehicles"

SME: Gerri Brooks

WC-511-10 "Employee Training"

March

SME: Caren Nuetzel

WC-100-03 "Confidentiality and Access to Patient Information"

WC-100-39 "Access to & Amendment of Clinical Records by Patients"

WC-303-10 "Exchange of Clinical Information"

SME: Jim Sanregret

WC-100-17 "Patient Benefit Fund"

WC-110-06 "Medical Equipment Management Program"

SME: Jim Sanregret (continued)

WC-110-16 "Interim Life Safety Measures"

WC-121-05 "Contracts and Agreements"

WC-121-06 "Procedures for Creating/Auditing Decentrzd Cash Accts"

WC-121-07 "Petty Cash Fund"

WC-124-09 "Maintenance & Safety of State-Owned Vehicles"

SME: John Roberston

WC-100-28 "Use of WCGRH Facilities by Outside Groups"

WC-100-71 "Signs, Bulletin Boards and Posting"

WC-PLAN-3 "Client Safety Plan"

SME: Judy Gordon

WC-100-75 "Telephone Policy"

SME: Felicia Hardaway

WC-110-14 "Digital Video Recorder Policy"

SME: Gerri Brooks

WC-511-11 "Student Affiliation Agreements (aka Internships)"

SME: Kenneth Cribb

WC-123-01 "Work Orders"

WC-123-02 "Key Control"

SME: Kenneth Akerman

260-15 "Blood and Body Fluid Exposure Guidelines"

SME: Thuy Dougherty

286-01 "Ordering Medi—Dr Orders, Inpatients, Temporary Visits"

286-21 "Pharmaceutical Representatives and Sampling"

**If you need a WORD document
to use as you update your policy,
please call Tammy Dimsdale, x5202
or Rebecca Pyke, x5207**

Nominate a deserving co-worker today for Employee of the Month

The Employee Recognition Focus Team is requesting nominations for Employee of the Month.

**Please nominate a deserving
co-worker today!**

Submit nominations to **Cara Ibrahim**
or any other ERFT member. Thank you.

ERFT Members:

Cara Ibrahim, Chairperson
David Suggs, Co-Chairperson
Monika Rivera
Pat Altman
Marsha Davisson
Marcus Gamble
Tara Hamilton
Latasha Jackson
Tamica Jackson
Cherrie Mason
Rebecca Pyke
Carolyn Thomas
Margaret Voorhees



WCGRH recognizes special employees who make a difference in the lives of our consumers, co-workers and others. These employees consistently demonstrate:

- ✿ Teamwork by encouraging and facilitating cooperation, pride, trust and group identity, as well as working well with others
- ✿ Customer Service by working and communicating with the general public, internal and external customers to provide information and quality services.
- ✿ Organizational Commitment by displaying a high level of effort and commitment to performing work; operating effectively within the organizational structure; and demonstrating trustworthiness and responsible behavior.

Employees of the Month are nominated by their peers. Nominations are submitted to unit managers and/or department supervisors for approval. If approved, the nomination is submitted to a panel of employees on the unit or area of care. This panel will vote and select the Employee of the Month for their unit or area of care.

February 2012

EMPLOYEE NEWS

Welcome New Employees



Left to Right: Lewis Hales, HCW; Suellyn Cashia, SSP; Towanda Hodges, FST; Derrick Walton, Environmental Services; Dexter Hunter, Environmental Services; Delgeanetta Culpepper, Environmental Services



Front Row (L to R): Kula Awokande, LPN; Jemiral Warrior, HCW; Willaina Gordy, Billings Generalist; Melanie Hubbard, RN; Laverne Seldon, RN
Back Row: Erin Green, SSP; Audv Jordon, Steam Plant Operator; Patrick McKay, Environmental Services; Randy Weatherford, Food Service

February 2012



**Patrica Pritchett,
Nursing Services**

“It has been a pleasure working with all of you for the time that I have known you. I will miss you dearly...”

Patrica Pritchett



Dr. Norniella, right, pictured with Mr. Robertson

Dr. Roberto Norniella, Clinical Director

“I would like to take this opportunity to thank everybody at WCGRH for welcoming me with such warmth and making these past 15 months so memorable. It’s been an immense privilege and pleasure serving this hospital, the patients and this staff. You guys are very good at what you do. The calling to become health care workers is a blessing to those of us that got it. Never forget why we are here, to serve and care for patients. As long as you guys keep that in mind, everything else will fall into place. Thanks again for everything.”

Roberto Norniella, M.D., F.A.P.A

Job Well Done!!

During a recent Code Green, these employees did an outstanding job in the apprehension of an individual:

- Cedric Davis**
- Lakisha Dunn**
- Michael Kelly**
- Allison Richardson**
- Michael Williams**

And a really special mention goes to **Cedric Davis** who saw something he felt didn’t look right and instead of just ignoring it—he acted on his suspicions! All of their efforts and dedication is what made it possible for the Security Department to apprehend the individual and escort him back to the hospital.

Jimmy Banks, Facility Police

WELCOME

Dr. Nargis Fakhri
who has agreed to take on the position
of Acting Clinical Director

ATTENTION ALL EMPLOYEES:

If you are interested in purchasing DBHDD t-shirts for West Central, please contact Sabrina Baker at smbaker@dhr.state.ga.us for more information.

News From Human Resources

FAITHFUL SERVICE AWARDS



Thomas Avant
Faith Stephen
Shirley Johnson
Daniel Ikeague



Garrett
Vance

New Employees

Kula N. Awokande
Suellyn G. Cashia
Delgeanetta Culpepper
Erin Green
Willaina K. Gordy
Lewis K. Hales
Towanda R. Hodge
Melanie W. Hubbard

Dexter T. Hunter
Audy I. Jordan, Jr.
Patrick L. McKay, Jr.
Laverne Seldon
Derrick C. Walton
Jermiral R. Warrior
Randy T. Weatherford

THANK YOU FOR YOUR CONTINUED SERVICE TO
OUR HOSPITAL AND THE STATE OF GEORGIA

HR Monthly Reminders

- Mar 2nd Overtime and hourly timesheets
- Mar 5th Nurse shift differential due
- Mar 9th Leave grids due
- Mar 15th Pay Day
- Mar 19th Overtime and hourly timesheets
- Mar 20th Unit/dept shift differential
- Mar 30th Pay Day

Recruit to fill requests are due in the HR Dept every Wednesday by NOON

KRONOS DATES

Mar 2nd and 19th
Manager approval in Kronos by noon (fix all problems in Kronos and approve timecards)

Farewell and Best Wishes

Lanencia T. Andrews	Sara J. Moran
Jennifer M. Davis	Malinda K. Pritchett
Dustin D. Glenn	Cherish J. Thigpen
Song C. Lin	Cecilia G. Vazquez
Walter Fred Long	Marquita C. Vick
Fernandez D. Mabry	Samuel E. Williams

"Don't be dismayed at good-byes. A farewell is necessary before you can meet again. And meeting again, after moments or lifetimes, is certain for those who are friends."

Please email all Kronos issues to WCGRHKronos@dhr.state.ga.us.
All emails will be answered within 24 to 48 hours depending on the nature of the issues.

Human Resources Department

HR Representatives:

Peri Johnson, Human Resources Manager
Carolyn Mitchell, Employee Relations Specialist
Vonceil Plump, Personnel Tech II
Angela Smith, Recruiting Tech
Pat Altman, Benefits and Worker's Comp
Michele Trowers, Leave/Payroll Specialist

Suggestions or Questions:

Any questions? Please contact HR at (706) 568-2260

If you have any ideas or topics you would like to see featured in the Human Resources section, please submit them to the Human Resources Department.

March Birthdays

- | | |
|----------------------------|--------------------------|
| 1 Kevin L. Henderson | 17 Clifford Pass |
| 1 Linda L. Norton | 18 Olusina O. Famuyiwa |
| 2 Kristi E. Wilborn | 19 Dorothy L. Williams |
| 2 Teresa P. Chancey | 19 Amanda R. Frost |
| 3 Cherri W. Clawson | 21 Steven L. Jenkins |
| 3 Maduabuchi G. Arum | 22 Bettye Williamson |
| 4 ShaQuita S. Leverette | 24 Vicki N. Hubbard |
| 5 Shabrina Means | 25 Samuel Reddick |
| 5 Barnett L. Lampley | 25 Valtrene A. Larkins |
| 5 Shron D. Reeves | 25 Erasmus J. Van Zyl |
| 6 Monique N. Coleman | 26 Rekita Faye Griffin |
| 7 Maggie Wooten | 26 Jennifer N. Mullins |
| 7 Felecia Mathews | 26 Eric Jerome Conyers |
| 7 Brian K. Jones | 27 Cassandra A. Garrison |
| 7 Glenn A. Morgan | 27 Linda N. Odoemenem |
| 7 Rosyln Camellia Patrick | 27 Yvonne Delores Willis |
| 9 Jacquelyn F. Ezell | 27 Yolanda Pearson |
| 9 Eric D. Jukes | 27 Jamishia M. Jones |
| 10 Mark Vernard Smith | 30 Tara M. Phillips |
| 10 Rick Loray Byars | 30 Gloria Brown |
| 11 Marcus Gamble | 31 Debra J. Hill |
| 11 Marvin G. Kearse | 31 Garrett Vance |
| 11 Timothy Neal | |
| 11 Leroy Boatswain | |
| 12 Yolanda Cheney | |
| 12 Joyce Ransefore | |
| 12 Charlene J. Lee | |
| 14 Andre Grays | |
| 14 Shawntel Coley | |
| 15 Johanna N. Claassens | |
| 15 Kathleen Land | |
| 15 Yulone Denise Solomon | |
| 17 TyQuitta J. Lloyd | |
| 17 Quaterius Jerome Willis | |
| 17 Giselle R. Bratcher | |



Attention All Employees
Reminder!
Annual Tuberculosis Screening

All WCGRH employees must complete the Georgia State Hospital Employee Health Screening Form **during the month of their birthday.**

TB screening is **required** during each employee's birthday month.

Tuberculosis screening is conducted in Nursing Services, Building 1, Room 25.

Skin Tests are given on Monday, Tuesday and Wednesday.

Please follow these guidelines for completing the Annual Employee Health Screening:

- If you have the skin test performed off campus, you still must return the results to Nursing Services and complete the Employee Health Screening Form.
- If you have another job also requiring PPD Testing, we will provide you will a copy of your results.
- If you have had a positive skins test in the past, you are still required to complete the Employee Health Screening Form.
- New employees hired within six months of their birthday are not required to complete Tuberculosis screening until their next birthday.

Questions?
 Please contact Nursing Services at (706) 568-5109

If you need assistance or have questions about KRONOS,
contact Wallietra Lynch via email at
WCGRHKronos@dhr.state.ga.us

She is available Monday thru Friday
8 AM to 5 PM to assist you with Kronos.

MORE TRAINING WILL BE AVAILABLE BEFORE LIVE DATE

WEST CENTRAL GEORGIA REGIONAL HOSPITAL &
Department of Behavioral Health
and Developmental Disabilities



Values: Dedication, Integrity, Excellence, Knowledge,
Accountability, Collaboration, Safety, Innovation,
Respect

Mission Statement: “Provide and promote local accessibility and
choice of services and programs for individuals, families and commu-
nities through partnership, in order to create a sustainable, self-
sufficient and resilient life in the community.”

Vision Statement: “Every person who participates in our services
leads a satisfying, independent life with dignity and respect.”

Regional Reflections is published monthly. The mission of the news-
letter is to provide a forum to educate and inform its readership on
issues in behavioral health, strengthen teamwork, and archive hospi-
tal events and activities.

Regional Reflections staff welcomes items including articles, article
ideas, news items, letters and photos submitted for publication.
However, all items are subject to editorial discretion and will be
printed on a ‘space available’ basis. Please contact the editor if you
have any questions or concerns regarding the newsletter. Thank you
for your support.

Visit us on the internet: <http://www.wcgrh.org>

John L. Robertson, Regional Hospital Administrator
Phone: (706) 568-5000
FAX: (706) 568-2257
Email: wcgrh@dhr.state.ga.us

Cherrie Mason, Editor
Phone: (706) 568-5239
Email: cxmason@dhr.state.ga.us

WCGRH is an equal
opportunity employer.

W.C.G.R.H. FOUNDATION, INC. WCGRH Foundation, Inc. is a tax-exempt, non-
profit organization established in 1993 under
Internal Revenue Code 501(c)(3), 509(a), and
170(b)(1)(A)(vi) by individuals interesting in
enhancing the services and
programs provided for the
clients and staff of WCGRH.

Your tax-deductible gift supports the hospi-
tal’s mission as stated above. Website: [http://
www.wcgrh.org/wcfoundation.htm](http://www.wcgrh.org/wcfoundation.htm)

Fraud and Abuse Hotline: To report concerns
regarding fraud and/or abuse, call the
WCGRH Compliance Hotline at (706) 569-
3082 or the Office of Inspector General Cor-
porate Compliance Hotline at 1-800-447-8477.
You may email questions or concerns to
WCGRHComplianceOffice@dhr.state.ga.us or
call the WCGRH Compliance Officer, **Felicia
Hardaway** at (706) 568-2471.



Accredited by the
Joint Commission



Certified by the
Centers for Medicare
and Medicaid Services