

# West Central Georgia Regional Hospital



## Regional Reflections

December 2014



### Inside This Issue:

<u>Topic</u>	<u>Page</u>
Employee News	5
Annual TB Screening	6
News from H.R.	7
S D & T	9 & 10
December Birthdays	11



Since opening in 1974, West Central Georgia Regional Hospital (WCGRH) has stood as a beacon of hope for consumers in need of behavioral healthcare services in the State of Georgia

# Merry Christmas

<b>Special Points of Interest</b>	<b>Page</b>
<b>-Joint Commission</b>	<b>2 - 3</b>
<b>-2015 State Holidays</b>	<b>4</b>
<b>-Employee Appreciation Day</b>	<b>8</b>



*Sincere wishes to our West Central Georgia Regional Hospital "Family"  
to wish everyone a very enjoyable holiday season,  
but most of all to stay safe and well!*

## QUALITY MANAGEMENT

### The Joint Commission Corner

# Joint Commission *Online*

A complimentary publication of The Joint Commission

November 5, 2014

### Be vigilant about environmental hazards that affect patient safety

The Joint Commission requires hospitals and critical access hospitals to conduct Environment of Care (EC) tours every six months in patient care areas, and every year in non-patient care areas. These tours help organizations identify improvement opportunities and help EC professionals spot safety hazards.

However, it is not the only time staff should be on the lookout for safety hazards. This article discusses frequently occurring safety hazards in the EC and provides strategies for eliminating the hazards and maintaining a safe environment.

Frequently occurring EC safety hazards and strategies for improvement		
Problem area	Description	Strategy
Propped-open doors	To help with air flow, ventilation, or temperature control, staff prop open a door. Most doors that open onto a corridor must be self-closing and remain closed at all times to separate the corridor from the room in case of fire.	<ul style="list-style-type: none"> <li>● Evaluate the effectiveness of the heating, ventilating, and air conditioning (HVAC) system. Confirm that the system is functioning as designed. It is possible that the system needs additional controls to meet the occupants' needs.</li> <li>● For doors that can be kept open, install a magnetic "hold open" device interfaced with the fire alarm system. In case of fire, the magnetic connection is severed, and the door closes automatically, protecting the room's occupants.</li> </ul>
Space heaters	Since space heaters increase fire risk, they are prohibited in patient sleeping and treatment areas (which includes the nurses' station).	<ul style="list-style-type: none"> <li>● Perform a detailed evaluation of your HVAC system to see if performance can be enhanced throughout the facility.</li> <li>● Not using space heaters is the safest course of action, but space heaters are allowed in an office – such as a nurse manager's office – or an admitting area, which is separated from all sleeping and treatment areas by a door or wall.</li> </ul>
Personal protective equipment (PPE)	Staff doesn't follow the organization's policy for wearing PPE.	<ul style="list-style-type: none"> <li>● During the EC tour, verify that staff understand and consistently comply with the organization's PPE policy. For example, in maintenance areas where there are saws, grinders, vapors and fumes, staff should use eye, ear, respiratory and foot protection, and helmets (when warranted). For more guidance on proper PPE for specific situations, see the Occupational Safety and Health Administration (OSHA) guidelines (for example 29 CFR 1910.132).</li> <li>● Have proper signage indicating when PPE is necessary.</li> </ul>
	PPE is not in good working order	<ul style="list-style-type: none"> <li>● Periodically evaluate lead aprons and other protective gear to ensure that there is no cracking or shielding material displacement.</li> <li>● Periodically evaluate equipment used to protect patients, such as the collars placed on patients during an x-ray.</li> </ul>

## Quality Management

### The Joint Commission Corner

## Joint Commission Online (continued)

Frequently occurring EC safety hazards and strategies for improvement		
Problem area	Description	Strategy
Lighting	A burned out light-bulb in an exit sign can be a significant safety hazard.	<ul style="list-style-type: none"> <li>The Joint Commission requires organizations to have two-bulb exit fixtures so that the loss of one bulb will not leave an area in total darkness.</li> </ul>
	Appropriate lighting is important for patient care areas to ensure that staff can correctly read identification badges, charts, and information	<ul style="list-style-type: none"> <li>Assess lighting conditions at various times to gauge whether lighting is suitable for the activities taking place. If lighting levels are not sufficient, explore ways to add lighting.</li> <li>Ask staff members about their perceptions of lighting to see if there are any concerns about light level and intensity.</li> </ul>
Cleaning	Accumulation of dust, dirt, and potential microbial contaminants on and under environmental surfaces serves as a potential reservoir for microorganisms	<ul style="list-style-type: none"> <li>Routine environmental cleaning is necessary to maintain a standard of overall organizational cleanliness. There are requirements, established by government regulation and guidelines issued by the Centers for Disease Control and Prevention (CDC), for maintaining the cleanliness of the health care environment.</li> <li>Each health care organization must have and follow written policies and procedures for environmental cleaning.</li> </ul>
	Odors from trash or cleaning products may be offensive to patients and staff.	<ul style="list-style-type: none"> <li>Have processes in place for limiting and managing odors</li> <li>Check that these processes are consistently followed</li> <li>Empty trash more frequently or at different time</li> </ul>
	In order to clean, housekeeping staff may raise alarm pulls, display wet floor signs, open drawers, or in other ways after the clinical environment so that it is not ready for use.	<ul style="list-style-type: none"> <li>Train housekeeping staff to return the environment to a "ready" state to fully support clinical use.</li> <li>Check that these processes are consistently followed.</li> </ul>
Lack of responsibility for environmental risks	Staff members ignore spills and other hazards.	<ul style="list-style-type: none"> <li>Standard EC.03.01.01 elements of performance 1-3, require organization staff and licensed independent practitioners to remain vigilant about physical risks and take responsibility for addressing them.</li> <li>Ensuring a safe environment requires commitment from all staff. When such a commitment is present, an organization can foster an environment that supports the best possible care for patients.</li> </ul>

Learn more about Joint Commission Resources' education programs and publications at [www.jcrinc.com](http://www.jcrinc.com) or call 877-223-6866.



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STATE OF GEORGIA  
OFFICE OF THE GOVERNOR  
ATLANTA 30334-0090

Nathan Deal  
GOVERNOR

July 28, 2014

TO: State Department Heads and Other Officials  
FROM: Governor Nathan Deal *N.D.*  
RE: 2015 State Holidays

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The following is the list of state holidays when the Capitol and state agencies will be closed in 2015:

New Year's Day	Thursday, January 1
Robert E. Lee's Birthday	January 19 – will be observed on Friday, November 27
Martin Luther King, Jr.'s Birthday	Monday, January 19
Washington's Birthday	February 16 - will be observed on Thursday, December 24
Confederate Memorial Day	April 26 – will be observed on Monday, April 27
Memorial Day	Monday, May 25
Independence Day	July 4 – will be observed on Friday, July 3
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Christmas Day	Friday, December 25

State of Georgia and  
Developmental Disabilities

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Regional Hospital  
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Columbus, Georgia 31907  
(706) 568-5000

Web Page  
[www.wcgrh.org](http://www.wcgrh.org)



# EMPLOYEE NEWS

## “Welcome New Employees”

November 3rd.



Left to Right: Row 1: John Robertson, RHA, Christopher Wootten, Morgan Bryant, Barbara Caldwell, Mack Harris, Laquita Streeter

November 17th.



Left to Right: Row 1: John Robertson, RHA, Alexis Soller, Timika Thomas, Jennifer Niece, Jarvis Perry

## 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 with a copy of your results.
- If you have had a positive skin test in the past, you are still required to complete the Employee Health Screening Form.

**Please Note: If Annual Tuberculosis is not completed within your birth month, Employee cannot work until the screening is completed.**

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

## News From Human Resources

### \*FAITHFUL SERVICE AWARDS\*

#### 5 Years

Willie Bell, Jr.  
Tiffany Hairston-Lott

Terrance Kearse  
Carlene Lewis

#### 20 Years

James Grant, Jr.

#### 25 Years

Dianne Lawrence

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

#### Human Resources Monthly

Dec. 2nd. Manager Approval by Noon

Please reconcile and move FSLA to OT Premium

Dec. 15th. Pay Day

Dec. 16th. Manager Approval by Noon

Please reconcile and move FSLA to OT Premium

Dec. 31st. Pay Day

#### Did You Know? E-Performance:

Every employee has access to their e-performance documents thru their self-service which is located at [www.team.ga.gov](http://www.team.ga.gov). Your employee I.D. and Social Security or password created will allow you entry. If you have forgotten your password or do not remember your questions—Call 1-888-896-7771. All employees who have an I.D. issued to them when hired have access to all of their personal information and the ability to make any necessary changes without having to come to H.R. However, H.R. is always available if you need assistance or have trouble with the site.

#### Orientation is on Dec. 1st. and Dec. 16th. in HR from 1:00-5:00 PM

#### HAVE YOU ACCESSED YOUR SELF-SERVICE INFORMATION LATELY?

Any Questions please do not hesitate to call Human Resources (706) 568-2260

#### Goodbye and Farewell

Corey Bankston

Andree' Berry

Kally Brown

Brian Buchanan

Roger Enfield

Teddy Gibson

Starla Glenn

Kevin Hood

Brittany Lewis

Deloris Mickles

Rashard Monigan

Ashley Mullins

Jasmine Robinson

Oteria Williams

Lonye White

## Human Resources Department

#### HR Representatives:

Peri Johnson, Human Resources Manager

Sandra Brown, Employee Relations Specialist

Vonceil Plump, Personnel Tech II

Paul Fahnstock, Recruiter

Shannon Hearn, Recruiting Tech

Pat Altman, Benefits and Worker's Comp

Michele Trowers, Leave/Payroll Specialist

Alexis Soller, Program Associate

#### 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

November 19, 2014

# Employee Appreciation Day





# Staff Development & Training

## Annual Update class schedule for December 2014

Classes fill up fast. Please don't wait to schedule  
your Annual Updates!

### CPR—BLS

Wednesday, Dec. 17, 8:00-12:00

### CPR & First Aid—Heartsaver

Monday, Dec. 8, 8:00— 3:00

### Annual PNS—Pro

Tuesday, Dec. 9, 7:30— 9:30

### Annual PNS—End User

Tuesday, Dec. 9, 9:30—11:30

### Annual Seizure Management

Tuesday, Dec. 9, 1:00— 3:00

### Annual Incident Management

Wednesday, Dec. 3, 3:00—4:00

Wednesday, Dec. 10, 8:00—9:00

### Safety Care Recertification

Wednesday, Dec. 3, 8:00— 5:00

Thursday, Dec. 11, 8:00— 5:00

### Annual Infection Control

Friday, Dec. 5, 3:00—4:30

Tuesday, Dec. 16, 8:00—9:30

### Positive Behavior Supports (PBS)

Wed. Dec. 17 & Thur. Dec. 18, 8:00—5:00



### **REMEMBER:**

**You can register for any of your classroom trainings in 3 easy steps:**

login to your LMS

(mylearning.dbhdduniversity.com)

Click on the class you need to take

Choose the date/time by clicking "Enroll" beside it.

\*\*Please make sure it is a "**WCGRH**" class!

Automated emails will be sent to you and to your supervisor when you register. **Please note: the ONLY class you cannot register yourself for is Safety Care.** Please look at your transcript to see when you attended Safety Care **last year**, then email Crystal Robbins or CarrieAnn Pizarro to register

# Staff Development & Training

## Leadership You Asked, We Listened!

**You asked** that we offer paid CEU's for maintaining licensure.

**We listened:** Currently, several departments are holding conferences that offer CEU's here at West Central. If your department would like to hold a conference here and have West Central be a CEU provider, please contact Dr. Brooke Devlin in Staff Development for details on the process.

We will be hosting a Nursing Conference in May 2015 and that will be offering CEU's.



1 Nicky Crawford  
 1 Terry Evans  
 1 Dominique Rowell  
 1 Willie Townsend  
 3 Sheila Sutton  
 4 Phillip Reed  
 4 Tim Bronson  
 5 Samuel Cheraisi  
 6 Eugene Lott  
 7 Alixis Rhodes  
 10 Larry Armstrong  
 10 Charmeian Edwards  
 10 Leslie Wynn  
 11 Martina Baggs  
 11 Angela None-Reed  
 15 Ronnie Flores  
 15 Alexis Soller  
 15 Sandra Talpade  
 15 Karen Wolfgang  
 16 Bunita Johnson  
 16 Kenneth Smith  
 18 Sarah Holiday  
 18 Crystal Lawrence  
 18 Jessica Smith

19 Karen Butts  
 19 Kristina Franks  
 20 Jamal Bandy  
 20 Sun West  
 21 Sanquartis Blackmon  
 21 Eugene Brown  
 21 Faye Meadows  
 21 Starlet Short  
 21 Timika Thomas  
 22 Glenda Carter  
 23 Andrea Brown  
 23 Mack Harris  
 24 Amber Heiskill  
 24 Ryan Vayda  
 25 Katie Brantley  
 25 James Grant  
 25 Viola Williams  
 26 Betsy Bishop  
 26 Aisha Thornton  
 27 Brent Eaton  
 29 Valona Baldwin  
 29 Cedric Jones  
 29 Yelunde Taiwo  
 31 Vivian Calhoun

West Central Georgia Regional Hospital & Department of Behavioral Health and Developmental Disabilities



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

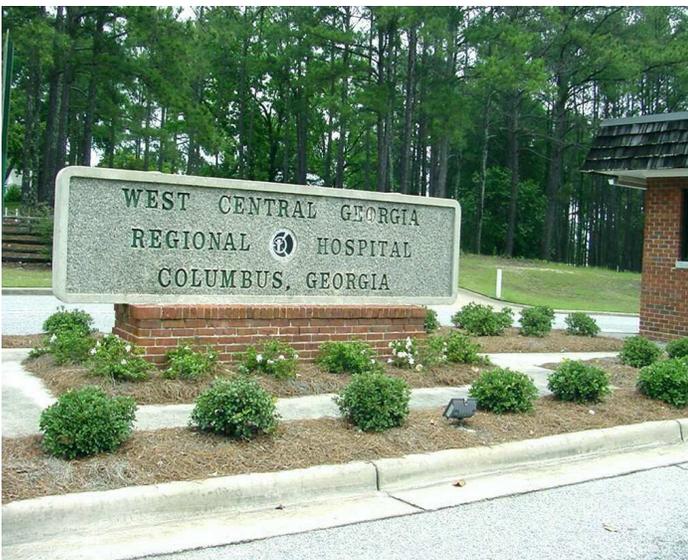
**Mission Statement:** Provide and promote local accessibility and choice of services and programs for individuals, families and communities through partnerships, in order to create a sustainable, self-sufficient and resilient life in the community.

**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 newsletter is to provide a forum to educate and inform its readership on issues in behavioral health, strengthen teamwork, and archive hospital 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>.



J

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Your tax deductible gift supports the Hospital's mission as stated above.  
 Website: <http://www.wcgrh.org/scfoundation.htm>



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