



DBHDD

Georgia Department of Behavioral Health & Developmental Disabilities

ECRH Bulletin

VOLUME 10, ISSUE 19

APRIL 15, 2014

East Central Regional Hospital

Special points of interest:

- Spring Dinner/ Dance
Credit Union Info
Chapel Schedule
Noticed by the Gnome
Faithful Service Invitation
Retirement Celebration

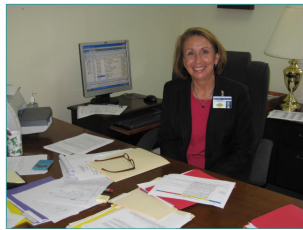
There is no glory in star or blossom till looked upon by a loving eye; There is no fragrance in April breezes till breathed with joy as they wander by.

William C. Bryant

Inside this issue:

Table listing contents: New Employees (2), HR Partners (2-4), Hospital Security (7), Safety Shop (7,8), Training at a Glance (9,10), Pharmacy Update (11-13), Personal Notes (17), Out & About (17), Jobs List (19)

From the Desk of the RHA - Nan M. Lewis



The Town Halls held recently on both campuses presented an overview of the results of the Employee Engagement Survey. ECRH had excellent participation with over 700 employees participating.

Recognition, and Respect will be further discussed and explored. If you are interested in participating in the Listening Sessions, please contact Teresa Crouch at ext. 2030 or via e-mail (tcrouch@dhr.state.ga.us).

Congratulations to Lisa Kuglar who will be recognized this May, at the Annual MH Coalition Legislative Dinner, as the CSRA MH Advocate of the Year. A well-deserved recognition, she joins an honor roll of previous recipients who have displayed passion and commitment in MH advocacy.

On the calendar next week is Administrative Professionals Day. There couldn't be a better time to recognize all of our Program Assistants and Associates, Executive Secretaries and Administrative Assistants, because this group scored the lowest in the Employee Engagement Survey in the area of feeling valued for their work.

Sincerely, Nan M. Lewis

Tidbits of ECRH History

In the last issue of the ECRH BULLETIN we described the DEINSTITUTIONALIZATION UNIT, opened in January, 1976, at Georgia Regional Hospital (now ECRH Augusta Campus). Its mission was to treat and re-train long term patients to leave the hospital and live in community facilities.

Upon opening, the 18 staff members received 18 chronically ill clients from Central State Hospital in Milledgeville, Georgia. Their length of hospitalization ranged from 10-40 years. Treatment was professional and rewarding. By July, 1976, (6 months time), several of the clients had been placed in the local community. Good work and it continues!

Contributed by Brian Mulherin

## New Employees



**Front Row(L-R):** Kristy Baldwin, Behavior Specialist; Cheryl Butler, LPN; Sandra Daniels, LPN; Keshimia Jones, LPN

**Back Row(L-R):** Carlos Cruz, Laundry Worker; Michelle Gaskins, LPN; Sharon Kendrick, RN; Delois Hill, CNA

**Front Row(L-R):** Gavin Lamb, Laundry Worker; Mario Williams, Laundry Worker; Christopher Nesbitt, Clinical Dietician

**Back Row(L-R):** Charles Schofield, Laundry Worker; Malissa Tucker, Program Assistant; Tamara Richter, Behavior Specialist; Juanita Walker, LPN



# Welcome New Employees!

## HR Partners



### Use of Personal Communication Devices (Cell Phones) in DBHDD Hospitals, #03-702

#### APPLICABILITY

All persons employed or contracted to work in DBHDD hospitals.

#### POLICY

DBHDD places high value on the quality of consumer care and strictly prohibits use of personal communication devices (including cell telephones) by employees and contract workers while they are on duty in patient care areas. DBHDD hospital employees use work time for work-related activity, in accordance with Policy #22-1201, Standards of Conduct and Ethics in Government.

Use of such devices is limited to breaks or meal periods. In cases of emergency, employees inform the supervisor on duty of the situation and obtain approval to use an authorized telephone in the area. Such requests should be time-limited and are reviewed and approved on an individual basis. Employees may provide family members the telephone number to their work area in order to be contacted if an emergency situation arises.

Use of personal communications devices in other areas of DBHDD hospitals (such as offices) should be kept to an absolute minimum and supervisors / management should ensure that excessive or inappropriate

*(Continued on page 3)*

## HR Partners

(Continued from page 2)

use of such devices is addressed with the employee. Appropriate disciplinary action should be taken if such use persists.

Possession of personal communication devices is prohibited within all secure forensic units. Employees can leave their phones in their cars or store them in the personal lockers. Exceptions to this prohibition may be granted on a one-time or extended basis by the Forensic Director, Clinical Director, or Regional Hospital Administrator.

Use of personal communications devices while driving a state vehicle for official purposes, whether on hospital property or off, is prohibited except in emergency situations when it is necessary to communicate with the hospital or with emergency services. Passengers in an official state vehicle are prohibited from using personal communications devices if an individual receiving services is also in the vehicle.

These specific standards are considered part of the Terms and Conditions of employment for DBHDD hospital employees. Employees who do not comply with established standards may be subject to disciplinary action, up to and including separation from employment. **Management** is responsible for initiating progressive discipline for employees who fail to comply with this and all other hospital policies.

Employees who do not have Internet access should contact their supervisor or human resource/ personnel representative for printed copies of this policy.

Questions regarding these policies should be directed to: Supervisors or Human Resources/Personnel Representatives.

*For a copy of this policy, and any other DBHDD policies, please visit:*  
<https://gadbhdd.policystat.com/>

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## A Short Primer on Professionalism

By Doug Fine, ECRH Human Resources Manager

**As employees at ECRH all of us fall under DBHDD's Standards of Conduct Policy (22-1201). In Section F, Conditions of Employment, the following statement occurs:**

*Maintaining **professional** relationships with co-workers and supervisors. Maintaining a courteous, **professional** demeanor in the presence of individuals served, the general public, and other employees. Giving clear and accurate information in a **professional** manner. Using appropriate telephone courtesy.*

**Notice how the word "professional" occurs three times in that short statement? But what does "professionalism" really mean? Here is some information that may be helpful for us to better understand the word "professional."**



### Fundamental Characteristic of Professionalism

The journey to higher levels of professionalism is characterized by a desire to be the best employee/worker you can be. Constant improvement, review and recommitment to professional behaviors will carry you to increasingly greater professionalism. The desire to improve is what carries a professional through a career.

### Basic Professionalism

Competency denotes a basic level of professionalism. This means you know how to handle the tasks you encounter, and you go about them in an efficient, confident manner. You don't engage in blame when you fall short of your own expectations, and you strive to become better at what you do.

(Continued on page 4)

## HR Partners

*(Continued from page 3)*

### Mid-Level Professionalism

As you rise to higher levels of professionalism, you become an effective communicator. You consistently relate your goals and means to those goals. In addition, you acknowledge those who have different goals and methods, and strive to create a team atmosphere where all points of view can be communicated, understood and accepted.

### Highest Level of Professionalism

The most accomplished professionals demonstrate a sense of responsibility. They never look for ways to shirk tasks for fear they will be in the "hot seat." They welcome the opportunity to take command of a task and see it through to its completion. Personal responsibility creates a perception of professionalism among peers.

*(Source: Kevin Johnson, Demand Media)*

## Noticed by the Gnome

ECRH had twenty employees Noticed by the Gnome in March. We thank them for the outstanding job they have been doing for the hospital and the individuals that we serve.

<b>Audrey Harden</b>	<b>Jack Scorr</b>	<b>Jennifer Sosebee</b>
<b>John Sapp</b>	<b>Charles Turner</b>	<b>Stanley Stiles</b>
<b>Monique Bailey</b>	<b>Dr. Joseph McEvoy</b>	<b>Natasha Ford</b>
<b>Vicky Cooper</b>	<b>Shannon Lariscy</b>	<b>Laura Shields</b>
<b>Tiffany Snow</b>	<b>John Brumbaugh</b>	<b>Doug Fine</b>
<b>Sara Jane Whinghter</b>	<b>Wendy Butler</b>	<b>Denise Bartlett</b>
<b>Donyale Brown</b>	<b>Gary Alexander</b>	



*"Audrey's been doing a great job working with the community/ERs, is a great team member, and has had to pick up extra duties in the absence of an office manager...which she has handled well."*

*"Mr. Sapp is a Work Therapy Instructor on the Augusta Campus. He has been such a team player since his transfer from the Gracewood Campus. He is always willing to go above and beyond and to adjust his daily schedule to meet the needs of the individuals. He has taken on the responsibility of overseeing the Credit Union contract, in addition to filling in in the vocational training classes whenever needed. He continually takes the initiative to ask what tasks need to be done each day. He has great rapport with the individuals and provides instruction to help individuals be successful in their employment. Thanks for all you do John!"*

*"Ms. Bailey continues to be the positive motivator for Forensics II and the Step-Down Unit that she was for GMH. She has kept this positive attitude even as more functions have been added to her plate. She takes her responsibilities very seriously and others know they can depend on her. She is an excellent Program Assistant."*



## keithantoine

Mr. Keith Antoine has been a member of the East Central Hospital Unit Augusta location for 6 years and during this time, I have seen him excel in his role on numerous occasions. His primary approach is one that stems from dignity and respect. He has a way of communicating with the patients when they are in behavior or when the situation is volatile. He was promoted to the Behavior Support Team where his role became even more important. He frequents the units on the Augusta Campus especially with difficult patients as he develops and implements his behavior support plans.

When he becomes involved in a situation, one can observe the situation diffusing within a matter of minutes. His approach as a patient advocate and a member of the Behavior Support Team makes him an invaluable, priceless asset to East Central. A prime example of Mr. Antoine in action was when multiple staff members were on the unit attempting to de-escalate a patient. He entered the unit, had the patient escorted off the unit and into the

family room where he rapidly established rapport and proceeded to actively listen to the patient, validate the patient's concern, while he explain the integral role the patient plays in his recovery. In a matter of less than 10 minutes, the situation was resolved and the patient de-escalated back to his baseline behavior.

Additionally, he also takes the time to educate the staff about various issues that pertain to rendering safe, effective care, and maintaining a therapeutic milieu. He can be seen numerous times praising patients, encouraging staff, and listening to individuals' concerns. If a patient does not want to shower or participate in his or her treatment, he shows up and meets the patient right where he or she is and engage the patient in dialogue. When he is done, the patient complies and always thanks Mr. Antoine for taking the time to care and for also respecting them while they are here as patients. There is nothing but professional admiration and praise to Mr. Antoine for all he has done and all he continues to do. I commend him on every level as a member of the Mental Health Team. I have no doubt that he will continue to play a pivotal role with volatile patients as he continues to reach them, establish rapport, and check on the patients continuously. Mr. Antoine deserves the highest commendation for what he does so effortlessly!

**Avonelle Rand, APRN, MSN, FNP-C  
Nurse Practitioner**

# Faithful Service Awards Invitation

This is a formal invitation for you to attend a special event celebrating the achievement of years of Faithful Service to the Department of Behavioral Health and Developmental Disabilities at East Central Regional Hospital to honor your fellow staff members. The years to be honored are:

5 Years of Service

10 Years of Service

15 Years of Service

20 Years of Service

&

25 Years of Service

**WHEN:** April 24, 2014 and April 25, 2014 from 2:30-3:30pm

**WHERE:** April 24, 2014 – Augusta Campus Employee Dining Room

April 25, 2014 – Gracewood Campus VIP Dining Room

**PLEASE COME AND CONGRATULATE THEM ON A JOB WELL DONE!**



## Hospital Security

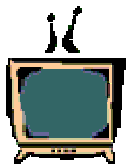
We ask for everyone's cooperation by properly parking only in legitimate parking spaces.

- The postal parking spaces are reserved for postal customers. ECRH staff should use these spaces only when they are conducting business with the Gracewood Post Office.
- Double parking is not allowed.
- Vehicles parked in handicapped spaces must display a state issued permit or handicapped license plate.
- Please do not park on the grass.
- Vehicles should never be parked on a sidewalk. Our individuals need unobstructed access to the campus sidewalks.
- Parking on a yellow curb is a violation that could cause a life safety issue. Emergency vehicles require quick and easy access to campus buildings during emergencies.

Employees are reminded that all personal vehicles must be registered and must display ECRH parking decals. Decals, as well as temporary parking permits for short term use, are issued at the Gracewood Campus in Building 13 and at the Augusta Campus Gatehouse. They are available on a 24/7 basis. If an officer is not present when you arrive, simply call and we will be happy to accommodate you.

## Safety Shop - Individual's Personal Electrical Equipment

**Did you know that an individual's personal electrical equipment needs to be inspected before it is put into his/her room?** Examples are TVs, radios, lamps, clocks, and anything else with a plug.



***According to NFPA Code 70, National Electrical Code 9.1.2, all electrical devices in patient sleeping areas must be checked for electrical safety prior to being allowed in patient sleeping rooms. (Note: sticker or log of electrical safety checks must be provided.)***

### **What does this mean to you?**

When someone brings or purchases an electrical piece of equipment for an individual, it must be sent to Property Control to be inventoried, tagged, and inspected for electrical safety before placing it into service in an individual's room.

### **What does the electrical safety check consist of?**

Checking to make sure that the cord is intact and not showing signs of damage, such as a frayed cord (exposed wires), or that the cord has not been replaced with an improper cord.

## Safety Shop - Individual's Personal Electrical Equipment

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### Why is it important to conduct an electrical safety check?

To insure that the electrical device does not over load the electrical outlet and start a fire and/or that it will not be a shock hazard.

### What do you do if you have a piece of electrical device that needs to be inspected?

Fill out the ECRH ADM500 form for all electrical equipment and send the form and equipment to Property Control. Property Control will perform an electrical safety inspection on the equipment, tag the equipment with individuals name, and enter the item into an inventory spreadsheet. The SSS also needs to keep a log for their department.

### What do you do if there is a device that is damaged?

Discontinue the use of the equipment and take the device out of service. Let the individual's family and Property Control know about the damaged equipment.

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## Water System Alert



Every three years, the EPA and the Georgia Department of Natural Resources tests the Gracewood water sources for lead and copper levels. The first samples were taken without guidance or direction from appropriate staff, and therefore were collected from buildings on the Gracewood Campus that are closed and no longer in use, or from unspecified taps/sources in other buildings. The results on these samples indicated that lead levels were above the acceptable limit. After consultation with local and state authorities, the tests were repeated, doubling the sample size, and specifically targeting sites that would be sources of drinking water. In addition, techniques were used so that lead levels would be at their maximum levels in these samples. The results on these samples were all within acceptable limits. Because of the previous results, however, we are still required to provide public education on how you can reduce your exposure to potentially high levels of lead in drinking water. These techniques can be used in any environment, including your home.

1. Flush your system. The longer water resides in plumbing, the more lead it may contain. Letting the water run from the tap for 15-30 seconds before using it for drinking or cooking can significantly reduce your risk of exposure, especially if water from a faucet has gone unused for six or more hours. Flushing tap water is a simple way to protect your health.
2. Use only cold water for drinking or cooking. Lead dissolves in hot water more quickly than in cold. If you need hot water for cooking, run cold from the tap and heat.
3. Use bottled water for drinking. The steps described above will reduce lead concentrations in drinking water, but if you are still concerned, use bottled water.

Posters with a "Lead Alert" message are required to be posted for 6 months throughout the Gracewood Campus. Informational flyers will be available from Jennifer Sosebee, ECRH Safety Officer, for this time period as well. These flyers include the information above, as well as the health effects of lead. You are encouraged to contact her with questions. ECRH conducts a corrosion control program to maintain safe drinking water, and will continue to monitor lead and copper levels.



## Training at a Glance - April

CLASS	DATE	TIME	PLACE
Nursing EMR	4/15/2014	8:00 a.m.-1:30 p.m.	BLDG 103-C Room C-18
Pharmacy for Nursing	4/15/2014	1:30 p.m.-2:30 p.m.	BLDG 103-C Lab
CPRA	4/15/2014	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
First Aid	4/15/2014	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Principles of Recovery	4/16/2014	9:30 a.m.-10:30 a.m.	BLDG 103-D E&R
Updated Safety Care Level #1	4/16/2014	8:00 a.m.-4:30 p.m.	BLDG 15 Augusta Campus
Updated Seizure Management	4/16/2014	1:00 p.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated Safety Care #2	4/16/2014 4/17/2014	12:30 p.m.-4:30 p.m. 8:00 a.m.-4:30 p.m.	BLDG 20 Gracewood
NEO PBS	4/16/2014 4/17/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:30 p.m.	BLDG 103-C Lab
NEO Infection Control and Prevention+Handwashing	4/17/2014	9:00 a.m.-10:30 a.m.	BLDG 103-D E&R
NEO Incident Management	4/17/2014	2:30 p.m.-4:30 p.m.	BLDG 103-D E&R
CPRA	4/17/2014	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
CPRC	4/17/2014	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated PNS Professional	4/18/2014	1:00 p.m.-3:00 p.m.	BLDG 103-C Lab
CPRA	4/18/2014	1:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated PNS End User	4/18/2014	8:00 a.m.-9:00 a.m. 9:00 a.m.-10:00 a.m.	BLDG 103-D E&R
Principles of Recovery	4/18/2014	10:00 a.m.-11:00 a.m. 11:00 a.m.-12:00 p.m.	BLDG 103-D E&R
Updated Incident Management	4/18/2014	8:00 a.m.-9:30 a.m.	BLDG 103-C Lab
Updated Incident Management	4/18/2014	1:00 p.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-D E&R
NEO Safety Care #1	4/18/2014 4/21/2014	8:30 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 20 Gracewood
NEO Safety Care #2	4/18/2014 4/21/2014 4/22/2014	8:30 a.m.-4:30 p.m. 8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 20 Gracewood
Updated PNS Professional	4/21/2014	1:00 p.m.-3:00 p.m.	BLDG 103-C Lab
Updated Seizure Management	4/21/2014	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-D E&R
Updated Incident Management	4/21/2014	1:00 p.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-D E&R

## Training at a Glance - April

CLASS	DATE	TIME	PLACE
First Aid	4/21/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
CPRA	4/21/2014	1:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated PNS End User	4/22/2014	8:00 a.m.-9:00 a.m. 9:00 a.m.-10:00 a.m. 10:00 a.m.-11:00 a.m.	BLDG 103-D E&R
Updated Safety Care #2	4/22/2014 4/23/2014	12:30 p.m.-4:30 p.m. 8:00 a.m.-4:30 p.m.	BLDG 20 Gracewood
Infection Control and Prevention+Handwashing	4/22/2014	2:30 p.m.-4:00 p.m.	BLDG 103-C Room C-23
NEO CPRA	4/22/2014	12:30 p.m.-4:00 p.m.	BLDG 103-C Room C-23
NEO CPRC	4/22/2014	12:30 p.m.-4:30 p.m.	BLDG 103-C Lab
First Aid	4/22/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
Principles of Recovery	4/23/2014	8:00 a.m.-9:00 a.m. 9:00 a.m.-10:00 a.m. 10:00 a.m.-11:00 a.m.	BLDG 103-D E&R
NEO First Aid	4/23/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
CPRA	4/23/2014	1:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Medical Emergency Response System	4/23/2014	12:30 p.m.-4:30 p.m.	BLDG 103-D E&R
NEO Observation of Individual to Ensure Safety	4/24/2014	10:30 a.m.-1:30 p.m.	BLDG 103-D E&R
NEO Seclusion and Restraint	4/24/2014	1:30 p.m.-4:30 p.m.	BLDG 103-D E&R
CPRC	4/24/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
Updated Safety Care #2	4/24/2014 4/25/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 20 Gracewood
Therapeutic Incentive Program	4/24/2014	8:30 a.m.-10:00 a.m.	BLDG 103-D E&R
NEO Seizure Management	4/25/2014	10:00 a.m.-12:00 p.m.	BLDG 103-D E&R
First Aid	4/25/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
CPRA	4/25/2014	1:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated PNS Professional	4/25/2014	1:00 p.m.-3:00 p.m.	BLDG 103-C Lab
Updated Safety Care Level #1	4/25/2014	8:00 a.m.-4:30 p.m.	BLDG 15 Augusta Campus
NEO PNS Professional	4/29/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Lab
NEO PNS End User	4/29/2014	12:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Safety Care Level #2	4/29/2014 4/30/2014 5/1/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 20 Gracewood

## Pharmacy Update



### "Pharmacy for Nurses" Class

All nurses are encouraged to attend the  
"Pharmacy for Nurses" class:

**Gracewood Campus - Building 103B:**

**during Nursing Orientation**

**April 15, 2014      1:30pm – 2:30pm**

**May 1, 2014      1:30pm – 2:30pm**

**Please contact Sopheap Pin or Casandra Roberts  
in the Pharmacy for more information ext. 2496**



### Instructions for the New Controlled Drug Process 4-2-14

#### There are 3 new forms:

- (1) ECRH CLN025 Controlled Drugs - Verification of Seal Number of Medication Security Bag,
- (2) ECRH CLN028 Controlled Drug Perpetual Inventory Log (Nursing Unit), and
- (3) ECRH CLN033 Nursing Supervisor's Routine Inspection of Controlled Medications

#### (1) ECRH CLN025 Controlled Drugs - Verification of Seal Number of Medication Security Bag

The purpose of this document is to ensure that the medications are secure between the time that the Pharmacist places the medications in the bag until they are received and verified by the Nursing Staff. The date, unit, bag seal #, pink card #, and Pharmacist's signature is completed by the Pharmacist. The Pharmacy Courier ensures that the information is documented accurately on the form and places his/her signature on the document. When the medications are delivered to the Nursing Staff, the Nursing Staff verifies the accuracy of the information on the form and places his/her signature on the form.

#### (2) ECRH CLN028 Controlled Drug Perpetual Inventory Log (Nursing Unit)

The purpose of this document is to provide a perpetual inventory of the pink controlled drug cards from when they are delivered to the Unit until they are removed from the unit. The left side of the thick black line on the log is completed when the medications are delivered to the Unit. The right side of the thick black line on the log is completed when the pink card or pink card plus medication is returned to the Pharmacy.

**Left Side** - includes the date received, the name of the drug, quantity received, pink card number, Pharmacy Staff delivering medication, and Nurse receiving medication from Pharmacy Staff.

**Right Side** - includes the date returned to Pharmacy, quantity returned, Nursing Staff returning medication or pink card, and the Pharmacy Staff receiving medication with pink card.

#### (3) ECRH CLN033 Nursing Supervisor's Routine Inspection of Integrity of Controlled Medications

The purpose of this document is to document the Nursing Supervisor's routine inspection of the integrity

*(Continued on page 12)*

## Pharmacy Update

(Continued from page 11)

of the controlled medications on the unit. The packaging of the controlled medications should not be opened, taped or otherwise compromised. If the packaging has been compromised, the Chief Nurse Executive (Ms. Andrea Brooks-Tucker) or her designee and the Pharmacy Director (Cindy Kucela) or her designee should be notified immediately. The inspection should occur at least 3 times weekly and be documented on the form. The form should be faxed to the Pharmacy or emailed to the Pharmacy Director (Cindy Kucela) or Assistant Pharmacy Director (Sopheap Pin) at least once weekly. The Nursing Supervisor will document the date and time of the inspection. The Unit Nurse and the Nursing Supervisor will sign the document and place any appropriate comments in the comments section of the form.

### COMMONLY USED MEDICATION FREQUENCIES

Code	Description	Times / 24H	Admin Times
DAILY	ONCE DAILY	1	08:00 AM
QAM	EVERY MORNING	1	08:00 AM
12N	12 NOON	1	12 Noon
QPM	EVERY EVENING	1	04:00 PM
QHS	AT BEDTIME	1	09:00 PM
BID	TWICE DAILY	2	08:00 AM - 08:00 PM
TID	THREE TIMES DAILY	3	08:00 AM - 04:00 PM - 08:00 PM
QID	FOUR TIMES DAILY	4	08:00 AM - 12 Noon - 04:00 PM - 08:00 PM
Q7D	EVERY 7 DAYS	1	08:00 AM
Q14D	EVERY 14 DAYS	1	08:00 AM
Q21D	EVERY 21 DAYS	1	08:00 AM
Q28D	EVERY 28 DAYS	1	08:00 AM
Q30D	EVERY 30 DAYS	1	08:00 AM
Q90D	EVERY 90 DAYS	1	08:00 AM
Q4H	EVERY 4 HOURS	6	12:00 Midnight - 04:00 AM - 08:00 AM - 12:00 Noon - 04:00 PM - 08:00 PM
Q6H	EVERY 6 HOURS	4	04:00 AM - 10:00 AM - 04:00 PM - 10:00 PM
Q8H	EVERY 8 HOURS	3	12 Midnight - 08:00 AM - 04:00 PM
Q12H	EVERY 12 HOURS	2	08:00 AM - 08:00 PM
UD	AS DIRECTED	1	MULTIPLE TIMES
ONCE	ONE TIME ONLY	1	one time only, additional instructions
STAT	STAT	1	one time only, additional instructions
PRN	AS NEEDED	1	additional instructions
Q12HPRN	EVERY 12 HOURS AS NEEDED	1	additional instructions

**PRN codes include: Q2HPRN, Q3HPRN, Q4HPRN, Q6HPRN, Q8HPRN, Q2DPRN, Q48HPRN, Q3DPRN, QDAILYPRN, QHSPRNH**

## Pharmacy Update

### LESS COMMON MEDICATION FREQUENCIES

Code	Description	Times /24H	Days to Admin	Admin Times
2XW	TWICE WEEKLY	1	Tuesday & Thursday**	08:00 AM
3XW	THREE TIMES WEEKLY	1	Monday & Wednesday & Friday**	08:00 AM
4XW	FOUR TIMES WEEKLY	1	Monday & Tuesday & Thursday & Friday**	08:00 AM
Q48H	EVERY OTHER DAY	1		08:00 AM
Q2D	EVERY 2 DAYS	1		08:00 AM
Q3D	EVERY 3 DAYS	1		08:00 AM
ACB	BEFORE BREAKFAST	1		07:00 AM
ACL	BEFORE LUNCH	1		11:00 AM
ACD	BEFORE DINNER	1		04:00 PM
ACBID	TWICE DAILY BEFORE BREAKFAST AND DINNER	2		07:00 AM - 04:00 PM
ACTID	THREE TIMES DAILY BEFORE MEALS	4		07:00 AM - 11:00 AM - 04:00 PM
ACHS	BEFORE MEALS AND AT BEDTIME	4		07:00 AM - 11:00 AM - 04:00 PM - 09:00 PM
PCB	AFTER BREAKFAST	1		09:00 AM
PCL	AFTER LUNCH	1		01:00 PM
PCD	AFTER DINNER	1		06:00 PM
PCBID	AFTER BREAKFAST AND DINNER	2		09:00 AM - 06:00 PM,
PC	AFTER MEALS	3		09:00 AM - 01:00 PM - 06:00 PM
PCHS	AFTER MEALS AND AT BEDTIME	4		09:00 AM - 01:00 PM - 06:00 PM - 09:00 PM
Q2H	EVERY 2 HOURS	12		02:00 AM - 04:00 AM - 06:00 AM - 08:00 AM - 10:00 AM - 12:00 PM - 02:00 PM - 04:00 PM - 06:00 PM - 08:00 PM - 10:00 PM - 12:00 AM
Q3H	EVERY 3 HOURS	8		12 Midnight - 03:00 AM - 06:00 AM - 09:00 AM - 12 Noon - 03:00 PM - 06:00 PM - 09:00 PM

**\*\* If variation from this schedule is needed, changes will need to be indicated on Page 4 of Order Entry in Avatar**

# Augusta Campus Spring Dance

**April 24, 2014**

**Gymnasium**

**4:30 PM - 7:30 PM**



# Come to Thursday Night Worship!



**April 17<sup>th</sup>: Evangelist Judy Lawson**  
**April 24<sup>th</sup>: Sing-A-Long with Joan!**

**All programs begin at 7:00 PM.**  
**Location: Chapel of All Faiths**







**24 Hour Computer Help Desk Number: 1-877-482-3233**

Use this number to report any computer issues such as with computers, network printers, monitors, mice, keyboards, laptops, GroupWise, Avatar, Worx, Sunquest Down and Network down. Helpdesk covers items that were previously working and are not working or not working properly. Always keep ticket number and the name of the person you speak with for necessary follow up. **NOTE: Broken Mice & Keyboards** are replaced by helpdesk. Please keep info and report any issues with this process to Service Delivery Staff. Desktop printer issues may be phoned into Service Delivery at **2444** but will not be serviced. Replacement or alternative printing options will be reviewed.

**Phone issues:** Contact Switchboard at **2011** or e-mail **Tomica Willingham** (Use this number for repairs, problems, requesting new lines or jacks) Include the following: Telephone # with trouble, Building #, Type of phone (name on the phone), Room #, Station # if phone has one, problem with phone, & contact person. When requesting LAN jack please place work order with Plant Operations to run the cable prior to requesting the jack be installed. Always request 2x2 when having new voice (phone) & data (LAN) jacks added.

**Avatar Password Resets:** Contact Unit Nurse Manager between 7:30 am & 5 pm or e-mail [dbhdditappsupport@dhr.state.ga.us](mailto:dbhdditappsupport@dhr.state.ga.us). After normal business hours, clinical staff may contact Admission Office at 7006 for Avatar password resets. **Note: Novell passwords** should be reset using the Password Change Icon located on your desktop or go to <https://password.dhr.state.ga.us>. **You may also contact Help Desk.**  
**\*Additional Avatar issues should e-mail [dbhdditappsupport@dhr.state.ga.us](mailto:dbhdditappsupport@dhr.state.ga.us)**

**New User Request or Computer Access Changes:** Continue to fill out Access form and mail signed form to Service Delivery. Call **2444** with questions. Access changes include access to new software of specific folders and drives on our network.

**Computer Equipment Moves:** Fill out Computer Move request and submit to Service Delivery Staff. Call **2444** or e-mail [EC\\_ServiceDelivery](mailto:EC_ServiceDelivery) with questions. This takes approximately 30 days so allow time in planning.

**Computer/Software Request:** Continue to fill out Request for new Technology form and submit completed signed form to Service Delivery. Call **2444** or e-mail [EC\\_ServiceDelivery](mailto:EC_ServiceDelivery) with questions.

**Avatar Reporting Needs:** If you are in need of specific data for reporting from Avatar please contact Hospital Reporting staff at **2568**.







**Gracewood Post Office**

**Window Hours**

**M-F 9:00 am-12:00 noon**

**1:30 pm-4:30 pm**

**Sat 9:00 am-10:45 am**



**Visit the Gracewood Post Office today and ask Frank Deas about renting a Post Office Box!**





## Leap N Lower

April 1, 2014 – August 31, 2014

Are you stuck between a rock and a hard place with your current auto loan?

**LEAP** on over to Richmond Community FCU! Refinance your current auto loan with us, and we will **LOW-ER** your current interest rate at least **2% APR\*** to as low as **1.9% APR\***!

This could possibly save you hundreds of dollars over the remaining term of your loan!

## 2.14% in 2014

**Get 2.14% APR\*** on **ALL NEW** and **USED** Auto Loans During April and May 2014!

Automobile must be a 2009 or newer. Credit scores must be 660+.

## Catch the \$AVE WAVE in April

April is Youth Month at Richmond Community FCU!

Any youth who opens a new account, or makes a deposit to an existing account, will be entered into a drawing to win a door prize!!

## Discount Carowinds Coupons

Richmond Community Federal Credit Union had Discount Carowinds Coupons!

Stop by and see us today for your **FREE** discount coupons!

## Six Flags Tickets

Purchase your Six Flags tickets through our website and save money!!

Visit our website at [www.richmondcommunityfcu.org](http://www.richmondcommunityfcu.org) to get your tickets today!

*\*Annual Percentage Rate. All loan applications are subject to approval. Certain credit and policy restrictions may apply.*

*Loans currently held at RCFCU are not eligible for refinancing. Mortgage loans are not eligible.*

Find us on Facebook! <http://www.facebook.com/RichmondCommunityFCU>

[www.richmondcommunityfcu.org](http://www.richmondcommunityfcu.org)

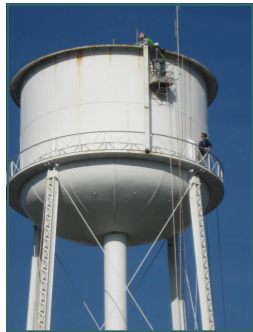
P.O. Box 15, 2048 Tobacco Rd.

Gracewood, Ga. 30812

706-790-1776



### Out & About



Workers replace the level indicator on the Gracewood water tower.

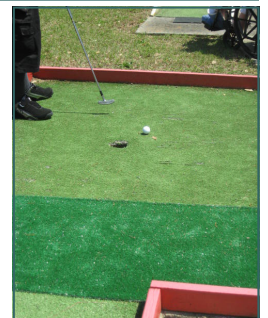


Ms. Lewis led a Town Hall meeting to discuss the employee survey results.



Bill prepares to enlarge a doorway to accommodate racks of emergency cots.

## Putt-Putt Tourney



Green Jacket Winner!



### Personal Notes

*"I would like to thank everyone for their prayers, thoughtfulness, and support during the death of my mother. Your kindness and caring will not be forgotten".*

*Yvonne Singleton, Social Services Provider*

*A special Tribute to my mother.*

#### **"Mothers Are Special"**

*There is no love like a mother's love,  
no stronger bond on earth  
Like the precious bond that comes from God,  
to a mother when she gives birth.*

*A mother's love is forever strong,  
never changing for all time  
And when her children need her most,  
a mother's love will shine.*

*God bless these special mothers,  
God bless them every one  
For all the tears and heartache,  
and for the special work they've done.*

*When her days on earth are over,  
a mother's love lives on  
Through many generations,  
with God's blessings on each one.*

*Be thankful for our mothers,  
for they love with a higher love  
From the power God has given,  
and the strength from up above.*

Published Twice Monthly



**Our Mission**

The mission of East Central Regional Hospital is to provide safe, competent and compassionate services to persons with mental illness and/or developmental disabilities.

**Our Vision**

The vision of our Facility is to be a center of excellence in the provision of comprehensive, responsive and compassionate care for consumers and their families.

**Our Values**

East Central Regional Hospital is caring and therefore, responsive to our consumers, their families, stakeholders and our employees through commitment to our core values:

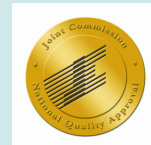
**I**ntegrity

**C**ommunication & Collaboration

**A**ccountability

**R**ecognition through Relationships

**E**mpowerment through Excellence



Accredited  
by  
The Joint Commission

Nan M. Lewis Regional Hospital Administrator
Dr. Vicky Spratlin Clinical Director
Mickie Collins Chief Operating Officer
Augusta Campus 3405 Mike Padgett Highway Augusta, Georgia 30906
Gracewood Campus 100 Myrtle Boulevard Gracewood, Georgia 30812
Teresa Crouch Publisher
Harold "Skip" Earnest Editor/Photographer

**NOTICE**

Items for publication must be submitted in written form. The upcoming issue's deadline is April 23, 2014. All articles and notices submitted for publication in the East Central Regional Hospital Bulletin are subject to editorial discretion. Please contact the Bulletin editor if you have questions regarding editorial decisions.

**Campus Marquees**

Deadline for submission of

**MAY MESSAGES**

**April 23, 2014**

Submit information to Teresa Crouch

Gracewood Campus

Extension 2030

**(Information must be submitted on or before the indicated date to be placed on Marquees for the following month.)**

## ECRH Jobs List

This is a list of job openings currently available at East Central Regional Hospital. For further information regarding these positions, please go to the DBHDD webpage at [www.dbhddjobs.com](http://www.dbhddjobs.com).

Activity Therapist - Forensic Unit

Associate Nurse Executive - Augusta Campus

Certified Nursing Assistant 1 (multiple shifts available)

CNA 2

DD Shift Supervisor - Gracewood Campus

Facility Safety Officer - Corporal

Food Service Worker (WL)

General Trades Craftsman

Groundskeeper

Health Care Worker

Health Service Technician 1 - Augusta Campus

Health Service Technician 1 - Gracewood Campus

Health Services Technician 2 - Augusta Campus

Health Services Technician 2 - Gracewood Campus

HVAC Repair Technician

Laundry Worker

Leave / Workers Compensation Coordinator

LPN - 1st Shift- Augusta Campus

LPN - 1st Shift- Gracewood Campus

LPN - 2nd Shift- Augusta Campus

LPN - 2nd Shift- Gracewood Campus

LPN - 3rd Shift- Augusta Campus

LPN - 3rd Shift- Gracewood Campus

Lifeguard (multiple positions)

Mechanic

Medicaid Eligibility Specialist - Community Based

MH Shift Supervisor

MH/DD Team Leader

Nurse Administrator - (E/N) Gracewood and Augusta Campus

Physicians Assistant- Augusta

RN - Augusta Campus

RN - Charge Nurse - Augusta Campus

RN - Charge Nurse - Gracewood Campus

RN - Forensic Mall

RN -Gracewood Campus

Respiratory Therapist - Part time

Substance Abuse Counselor - AMH Treatment Mall

Support Services Worker - Property Control

Work Therapist - Augusta Campus



**Destination:  
Retirement**

Please join us as  
we celebrate and  
honor

**Ms. Dona Brown**

For her 30 years  
of Faithful Service  
to the State of  
Georgia

**Time and Location:**

**Friday, May 2, 2014**

**1:00 p.m.-3:00 p.m.**

**ECRH VIP Dining Room**

**Gracewood Campus**



*East Central Regional*  
*"Masquerade Soiree"*

Dinner & Dance

~

Wednesday April 16, 2014

ECRH Bldg 22 Gymnasium

1<sup>st</sup> Party: 3pm - 5pm

2<sup>nd</sup> Party 6pm - 8pm

Come and Enjoy an Evening of Elegance

