



APRIL 2019

From The Director



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Employee of the Quarter

As we have already concluded the first quarter of the new year, we would like to recognize the newest **EMPLOYEES OF THE QUARTER!**



Daniel Eastridge, RN, Nursing, Ward J



Daniel is a true asset to Ward J, and this facility, writes the nominator. He is always willing to lend a helping hand, and goes above, and beyond his required duties on a daily basis. He is quick to jump in dealing with difficult individuals we serve, assisting the aides to provide care, taking laundry bags, filling in, and completing patient care observation forms, snacks, water, or anything that needs to be done. Daniel willingly does whatever he can to help everyone. These are just a few of the tasks Daniel does, in addition to administering medications, taking care of the medication room, documenting on his primary individuals

we serve, or fulfilling charge nurse duties as needed. He has recently assumed additional duties to ensure we do not miss any infection documentation on the ward.

His attitude, interactions, and skills clearly exemplify our facilities Mission, Vision, and Values. Coming into the Team Nurse position, he has always been supportive and helpful.

Daniel works on the floor, and sometimes is pulled to other wards without complaint and works above and beyond as a team member in that role as well.

Daniel also has an excellent rapport with the individuals we serve, and genuinely cares for them, advocating for their well-being. Daniel definitely deserves to be rewarded as Employee of the Quarter.

Thank you Daniel for all you do!



Cynthia Harvey, Head Nurse, Day Shift, Geriatrics



Cynthia became the head nurse on January 25, 2017. She has worked on all units at SWVMHI in the nursing department as a PCT, LPN, RN, RN II/Team Nurse, and in her current role as Head Nurse on the Geriatric Unit. Cynthia always gives 110 percent. She can simultaneously lead, supervise, multi-task, and provide direct care to individuals we serve efficiently, and proficiently. She, like everyone, is not perfect, and she will be the first to tell you she “made a mistake.” She owns her decision-making resolution to situations, be it successful, or needing improvements. Cynthia has a compassion for nursing as demonstrated in her care, treatment, and interaction with individuals.

(Continue on page 2)

Hidden

There is a flower on every page in this edition, just like the one pictured here. Can you find all of them?



From the Director, *continued*

(Continued from page 1)

She ensures all staff under her leadership have the knowledge, skills, and training needed to perform at the optimal level. Cynthia consistently works by the facility values. Each of the facility values are active descriptions of Cynthia's strong work ethic.

Since the retirement of the evening shift Head Nurse in November, Cynthia has voluntarily increased her work load and responsibilities to cover needs of the Geriatric evening shift. She ensures a balanced 4-week schedule for both shifts to include scheduling planned training for staff on two shifts. She provides leadership through communication and staff meetings on both shifts. Cynthia alters her own personal work schedule to serve on interview panels, attend committee meetings/workgroups, etc. Cynthia voluntarily altered her work day on the upcoming schedule to provide leadership on evening shift due to the vacant Head Nurse position. She is very conscientious to limit/prevent overtime; and has split her day off to attend an afternoon meeting, and to interview. She has no attendance issues and is always open and available for staff needs.

According to Wikipedia, A GURU is a "teacher, guide, expert, or master of certain knowledge or field." Cynthia is just that, with regards to the EHR and policies and procedures. She has been recognized previously for her assistance with CMS surveys for EHR navigation. She has provided education and training to new Psychiatrists and staff. If you have EHR trouble, Cynthia is the person to seek out! Cynthia's knowledge of policy content is extraordinary. She has also been acknowledged for this during CMS surveys. She is very proactive to ensure procedures match policy statements, and if not, appropriately communicates changes needed to the responsible person.

Teamwork and Self-Initiative are both second nature and very important to Cynthia in many aspects. There is no "I" in teamwork, she deservingly gives credit where credit is due. Cynthia leads a great Geriatric Team. She is the first to jump in, volunteers for workgroups, projects, etc. She brings con-

cerns to the front with workable solutions. She is never afraid to get her hands dirty (or clothing).

As the UNC of a very high acuity unit, trust in the staff supervised is a must. In my absence, Cynthia has attended and represented the Geriatric Unit and myself professionally, and with compassion. She consistently makes wise, independent decisions. She communicates these with the UNC appropriately. Honoring Day-to-Day Tasks is routine for Cynthia. She appropriately assigns herself to perform individual's care, and observation to provide relief for PCT staff, at the same time ensuring her Head Nurse duties are completed. When providing constant observations, she meets the individual's needs/requests, to include therapeutic interaction to assisting with ADL care. Cynthia never asks someone to do something she wouldn't do herself.

Cynthia is an asset to the Geriatric Team and to SWVMHI! Thank you Cynthia for all you do!



Michele Poston,
Clinical Social Worker



I could not have custom ordered a more perfect fit than Michele has been for the Float Clinical Social Work position. I can honestly say that I have not heard one negative comment about her performance, teamwork, communication, and self-initiative from any member of the department, or from any treatment team

staff. Michele has proven to be incredibly flexible and understanding - she often does not know from day to day which team she will be providing coverage for, yet she goes with the flow without flaw. She is organized and unflappable. Michele personifies the facility values each and every day, and is unanimously appreciated by the other staff in the department.

Thank you Michele for all you do!

EMPLOYEES OF THE QUARTER



SWVMHI 9TH ANNUAL BENEFITS FAIR



When: April 16, 2019

Where: Gymnasium

Time: 10:00 am - 3:30 pm

Ice Cream treats will be available along with many Vendors to assist you with benefits.

(see Page 13 for list of vendors)





Put the Wiggles Back in Your Day

Think back to your elementary school years. Do you recall having recess so you could get your wiggles out? Teachers and administrative staff recognize that children need time to move, and yell, and get fresh air. Fast forward to your working life, now health and wellness experts are reminding worker bees that they need to wiggle more. Kind of ironic, isn't it?

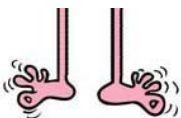
Job responsibilities within and between state agencies certainly vary. Some employees sit at a desk, some operate heavy equipment, others work from their vehicle and the list goes on. We're here to help you tackle the "wiggle more" task.



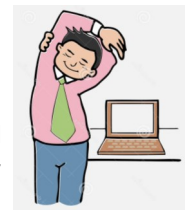
Desk job - get up out of your seat often (once every 20-60 minutes). Stand up for telephone calls, walk to a co-worker's desk instead of calling or emailing, if you have a network of printers - print to the one farthest away from your desk. Remember to look away from the computer screen too (20/20/20 rule). Do modified push-ups at your desk and find a stable chair to do some "sit and stands" (sit in the chair and then stand back up - it mimics a squat). Get outside on your meal break for fresh air and a new perspective.

Heavy duty - take a break as often as possible to walk around and, give your hands a break if you have to grip equipment for long periods of time. Change positions as often as possible to avoid being "locked" in one particular posture. If standing for long periods of time - try to prop a foot up on a small box or shovel and alternate which foot is up, to protect your lower back.

Mobile office - check your positioning in the vehicle . . . are you leaning to one side to type on a laptop? Does your work belt make it hard to sit properly? Are you holding a phone to your ear with your shoulder? Use speaker phone instead. Get out of the vehicle and walk around as often as possible. If you must drive for long periods of time, take breaks at regular intervals (once every 1-2 hours) to stretch your legs.



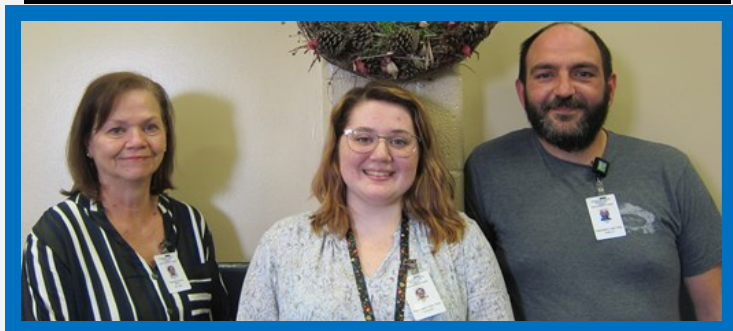
General tips - roll your shoulders to ease tension in the neck and upper back; when you get the urge to stretch, do it (your body is trying to tell you something); practice tall posture whether seated or standing (our bodies tend to default to what's comfortable and that's not usually the tall posture); wiggle your toes inside of your shoes (especially if seated for long periods of time). Remember, movement lubricates the joints, so if you feel stiff it may be time to move around. And most importantly, listen to you body . . . if something is painful; follow up with your physician.



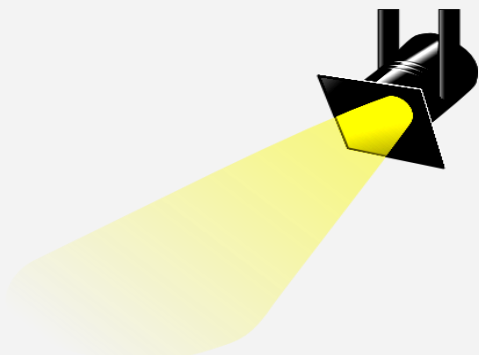
For more information go to: <http://www.commonhealth.virginia.gov/wellgoomics.htm>

Welcome Aboard!

New Hires - March 10, 2019



Left to Right: Sharon Osborne, RN II, 3rd shift, P-14, Float; Alli Thomas, PCT, 2nd shift, Ward J; Tim Fowler, PCT, 2nd shift,



New Hire - March 25, 2019



Shannon Williams-Medoria, P-14, Patient Registrar, Health Information Management, weekends

welcome to our
NEW HIRES

New Hire - February 13, 2019



Pam Howell, Administrative and Office Specialist III, Food Services



A Show of Appreciation! The PCT's on Ward C/D showed their appreciation of the nurses on their unit with a party in the month of March.

Pictured left to right: Linda Richardson, RN II
Sandy Harless, RN II
Dani Perry, RN II
Deb Sadler-Butts, RN II
Front: Sherri Hall, NP

Thank you for all you do!



**WE JUST WANT TO SAY...
THANK YOU!**





The TOVA Toolbox

#1 - Transport Restraint



Therapeutic Options of Virginia (TOVA) provides tools for creating humane, violence-free environments that support people in their rehabilitation and recovery by stressing the importance of supporting adaptive skills and building environmental supports. TOVA focuses on the person as an individual and emphasizes the importance of the helping relationship and the working alliance.

The TOVA program emphasizes using Verbal Skills as the best approach to working with the individuals we serve as the means to preventing aggressive behavior; Physical Skills are only a small part of the program.

As a refresher, and since Physical Skills are used less often than Verbal Skills, we want to review each month a TOVA Physical Skill. TOVA Trained staff will use only the approved techniques for behavior interaction and management as taught by the certified Instructor. All interactions used will be based on using the least restrictive interaction/intervention with the individual being served.

This two-person restraint allows staff to safely move someone who attempts to drop their weight to the ground or who may be moderately combative during escort.

The transport restraint may be initiated immediately or by transitioning from a two-person supportive escort. To initiate a transport restraint:

- Approach the individual from behind or from the side, one staff on each side, facing the same direction as the individual. Staff matches the person so that the person on the individual's right grasps his left arm, just above the wrist, with their left hand, and the person on the left grasps the right arm with their left hand.
- Both staff slide their inside arms up under the individual's armpit, between his body and upper arm, keeping their hands closed and in front of the midline of their bodies.
- Once the individual is secured in this fashion, staff may move forward with him.



When transitioning from a two-person supportive escort, simultaneously move your hands from behind the person's arm to the person's forearm, cupping the muscle of the forearm with your hands. Immediately place your other hand between the person's arm and body, bending your arms and bringing your hands up in front of your own midlines. Keep your hands closed to protect your fingers.

Stay tuned for next month's TOVA Tool # 2: Wrist Grabs



D.E.A.R. - DROP EVERYTHING AND READ!

April is a **BIG** month for libraries. This month we will celebrate School Library Month, D.E.A.R –Drop Everything and Read, National Library Week (April 7-13), National Library Workers’ Day (April 9), National Bookmobile Day (April 10), Preservation Week (April 21-29), Children’s Day/Book Day (April 30), and Money Smart Week @ Your Library (March 30-April 6). Whew, that’s a lot of celebrating! I’ll explain what some of these things are now.

School Library Month and Children’s Day/Book Day are geared toward kids in school, and both events focus heavily on literacy and promoting library use for all children, especially those who might fall through the cracks. Beverly Cleary talked about D.E.A.R –Drop Everything and Read in her book, *Ramona Quimby, Age 8*, but this event is designed to remind people of all ages to make reading a priority activity in their lives.

Money Smart Week @ Your Library began six years ago as a national initiative between the American Library Association and many financial institutions to educate people about how to better manage their finances. This initiative usually involves free seminars and information located at public libraries across the nation.

Finally, we have National Library Week. This year’s theme is **Libraries = Strong Communities**. That is so true! Long known as the poor man’s university, libraries offer free books and internet resources to help people educate themselves and their children. If knowledge is the bedrock of a powerful society, the library sits at the source. Especially in trying to involve the less prosperous citizens, the library lets people check out more materials than they could afford to buy, and makes internet free to everybody. Here at SWVMHI, we have a community too, and our library is just as important for offering similar services. We also have more materials than most of our individuals could afford to buy, but we provide these materials not just for learning, but also for entertainment. When people have something to do, their time here can go much faster.

BOOK DONATIONS

The library would like to thank the following people for their gracious donations:

Don Bonham, Caroline Norris, Jan Barrom, Melanie Smith, Ashley Privett, Catherine Phillips
 Russ McGrady, Lesu Cole, Becky Sparger, Phyllis Miller, Sheila Thomas, Terry Crockett
 Amanda Currin, Alicia Alvarado, Dr. Cynthia McClaskey

There are some of the exciting new books that have just been donated:

<u>Title</u>	<u>Author</u>
Reviving Ophelia: Saving the Selves of Adolescent Girls	Mary Bray Pipher
The Prince of Darkness: 50 Years Reporting in Washington	Robert D. Novak
I Never Played the Game	Howard Cosell
Dear County Agent Guy	Jerry Nelson
Klan-Destine Relationships: A Black Man’s Odyssey in the KKK	Daryl Davis
The Politics of Medicare	Theodore R. Marmor
Breaking Down Silos	Brandi Braud Kelly
Caring for Patients from Different Cultures	Geri-Ann Galanti
The Games Do Count	Brian Kilmeade
The Beach Street Knitting Society and Yarn Club	Gil McNeil
The Homespun Wisdom of Myrtle T. Cribb	Sheri Reynolds

Thank you again to everyone who gave us these great books!

~Submitted by Christina Quillen



ADMINISTRATIVE PROFESSIONALS WEEK/DAY

Since 1952, The International Association of Administrative Professionals (IAAP) has honored office workers by sponsoring Administrative Professionals Day/Week. Each year, administrative professionals are recognized for their skills and loyalty, attributes every office depends upon. Administrative Professionals Week is the last full week of April. This year, Administrative Professionals Week is April 21 – 27, with Wednesday, April 24, 2019, being Administrative Professionals Day.

The name of the recognition started out as National Professional Secretaries Week/Day, and was created in 1952 through the work of Harry F. Klemfuss of Young and Rubicam. Klemfuss recognized the importance and value of the secretarial position to a company or business and to management. His goal in creating this day was to encourage more women to become secretaries. Using his skill and experience in public relations, Klemfuss promoted the values and importance of the job that secretaries do. In doing so, he also created the holiday in recognition of the importance of secretaries.

The name of this special day has changed and evolved over the past few decades. Yet, the importance of recognizing these vital individuals has continued to grow. The new terms in use today include "Administrative Professionals," "Administrative Assistants," and "Executive Administrators (or Admins)." The newer names sometimes mean different roles and responsibilities in different companies and organizations. They are broader terms that encompass more positions than the original "Secretary" role.

The name change recognizes and acknowledges that the role has changed significantly since 1952, and for the better. We think Klemfuss would agree with the evolution of Secretary's Day. In Harry Klemfuss' day, these positions were the realm of women. Today, you find males in these positions, too.

According to the International Association of Administrative Professionals (IAAP), one of the original sponsors of Administrative Professionals Week/Day, there are more than 22 million admin professionals in the United States. Their roles are incredibly diverse — and often, these professionals go above and beyond their regular duties.

Definition of Administrative Professional

IAAP defines administrative professionals as individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

Certified Administrative Professional (CAP)

CAP is a Registered Trademark of IAAP and is the acronym for the Certified Administrative Professional rating, a professional certification awarded by the Institute for Certification, a department of IAAP. To achieve the CAP rating, one must have successfully passed an examination developed and administered by the Institute for Certification and have met the educational and experience requirements. The certification evidences the fulfillment for a prescribed period of education, satisfactory experience, and the successful completion of a one day comprehensive examination in the areas of Finance & Business Law (Economics, Accounting, Business Law), Office Systems & Administration (Office Technology, Office Administration,

Stress First Aid is DIFFERENT from Mental Health First Aid!

These are two very different courses with different focus and different populations.

The SWVMHI Stress First Aid is a component of the Employee Peer Support Program.

While skills to notice stress and provide appropriate interventions for stress management are relevant for anyone, Employee Stress First Aid is designed with a primary focus on recognizing that our work setting has unique challenges.

Employee peers sometimes can understand, relate to, help each other overcome, and build resilience in ways that people in our lives outside of work don't understand as well. Sometimes caregivers try to "be strong," and "carry on", but someone who has walked in our shoes has the credibility to say, "it's okay to talk about it," and "there are things that will help".

♥ Stress First Aid Champions ♥

Stress First Aid Champions are trained as employee peer supporters and are most appropriate to contact for green or yellow zones of the model. Employee Stress First Aid Champions may also be leaders in their workgroups to help co-workers "check in with each other," build supportive work teams, and acknowledge that it is okay and normal to be stressed sometimes.

Tips on coping can be shared.

If employees are in the orange or red zones outside professional counseling services are most likely more appropriate, as it would be to seek services for coping with personal stressors outside the workplace. All health plans offered to state employees and their dependents have employee assistance programs (EAPs). EAP services are available to employees and their household members at no additional cost to them.

You might talk to a Stress Aid Champion if:

- ✓ You feel unable to focus or short tempered when doing your job because of workplace stress
- ✓ You notice you have recently started to dread coming to work or feel unsafe
- ✓ You make efforts to avoid contact or interactions with certain individuals we serve
- ✓ You notice a co-worker acting differently than usual, more down or withdrawn, or even angry
- ✓ Discussions in your workgroup are more negative and critical of individuals served
- ✓ You are aware of an incident that happened at work recently that is still bothering others, but everyone avoids talking about it and things feel tense

A Stress First Aid Champion may:

- Explain the Stress Continuum and ask where you would put yourself on it
- Discuss normal reactions to stress in the workplace and ways that might help manage it
- Offer support and a listening ear
- Help match you up with another Stress First Aid Champion who might be able to better relate to the situation with which you are dealing.
- Identify that it sounds like more professional counseling might help
- Provide information about accessing EAP services
- Recommend you talk to a manager or Human Resources to seek more support
- Ask a leader to facilitate a team discussion about the "elephant in the room"
- Suggest additional training, activities, or resources to a supervisor to help decrease workgroup stress

(Continued on page 9)



(continued from page 8)

Stress First Aid Champions cannot:

- ◇ Promise to keep everything you say confidential, although they will respect your privacy and not discuss things beyond those who may need to know
- ◇ Be the go-between if staff members are having conflict with one another
- ◇ Take the place of a supervisor
- ◇ Serve as a counselor or therapist
- ◇ Get into your personal situations outside of work-related stressors

Stress First Aid Champions since March 10, 2017



1. Maggie Carter, Social Work
2. Reba Bise, Nursing, C/D Admissions, evenings
3. Terri Buchanan, Nursing, ERS, days
4. Diann Burnette, SNC, day
5. Kristen Gillespie, Nursing, C/D Admissions, days
6. Charlene Grizzle, Head Nurse, Geriatrics, nights
7. Christy Hall, Nursing Secretary Senior
8. Gerry Moore, Nursing, ERS, days
9. Dawn Michelle O'Neal, Head Nurse, ERS, nights
10. Deborah Orr, Nursing, Geriatrics, days
11. Angie Routh, UNC, ERS
12. Debbie Sadler-Butts, Nursing, C/D Admissions, day
13. Connie Tester, Head Nurse, ERS, days
14. Josie Wade, Coordinator, Nursing/Staff Development
15. Ginny Moorer, Training Coordinator

Stress First Aid Champions since June 26, 2018



1. Sarah Lyall, Psychology
2. Heather Hall, Human Resources
3. Amanda Butler, HIM Patient Registrar
4. Jim Lundy, UNC, Nursing, A/B Admissions
5. Jessica Taylor, Pharmacy
6. Shaun May, Building & Grounds
7. Tina Hamm, Lab
8. Jennifer Tuell, Social Work
9. Junior Hylton, Storeroom
10. Melanie Smith, Rehab Services
11. Michelle West, Fiscal
12. Sean Carrigan, Security
13. Melina Ruiz, Security
14. Rosanne Hayden, Housekeeping
15. Lorie Seymore, Nursing, ERS, evening

April in History

April 1, 1865 - During the American Civil War, Confederate troops of General George Pickett were defeated and cut off at Five Forks, Virginia. This sealed the fate of Confederate General Robert E. Lee's armies at Petersburg and Richmond and hastened the end of the war.

April 3, 1995 - Supreme Court Justice Sandra Day O'Connor became the first woman to preside over the Court, sitting in for Chief Justice William H. Rehnquist, who was out of town.

April 6, 1896 - After a break of 1500 years, the first Olympics of the modern era was held in Athens, Greece.

April 11, 1968 - A week after the assassination of Martin Luther King, the Civil Rights Act of 1968 was signed into law by President Lyndon B. Johnson. The law prohibited discrimination in housing, protected civil rights workers, and expanded the rights of Native Americans.

April 14, 1865 - President Lincoln was shot and mortally wounded while watching a performance of *Our American Cousin* at Ford's Theater in Washington. He was taken to a nearby house and died the following morning at 7:22 am.

April 18, 1906 - The San Francisco Earthquake struck at 5:13 am, followed by a massive fire from overturned wood stoves and broken gas pipes. The fire raged uncontrollably for three days resulting in the destruction of over 10,000 acres of property and 4,000 lives lost.



You Potentially Saved This Many Lives . . .



. . .69!!!

Thank you to the 23 blood donors, others who attempted to donate, and those who spread the word or encouraged your co-workers to attend!

Because of the support from each of you at SWVMHI, we are making a life changing difference in our region!

The next blood drive is scheduled for June 11. (More information will as the time gets closer.)

We appreciate all you do!

~Submitted by Ginny Moorer, Training Department

Census



MONTHLY PATIENT

CENSUS

March 2019

Admissions - 65

Discharges - 68

Passes - 13

Average Daily Census - 164

Patient Activity Calendar



<h2>April 2019</h2>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Gameroom 6:15-8pm	2 Gameroom & Wii Night 6:15-8pm	3 Gameroom 6:15-8pm	4 Chapel 6:15-8pm	5 Gameroom 6:15-8pm	6
7	8 Movie Night 6:00-8:00	9 Gameroom 6:15-8pm	10 Gameroom & Scavenger Hunt 6:15-8pm	11 Chapel 6:15-8pm	12 Gameroom & Just Dance Night 6:15-8pm	13
14	15 Gameroom 6:15-8pm	16 Gameroom 6:15-8pm	17 Gameroom 6:15-8pm	18 1:30-3:00 Special Event NO Afternoon Groups Chapel 6:15-8pm	19 Gameroom & Karaoke Night 6:15-8pm	20
	22 Movie Night 6:00-8:00	23 Gameroom 6:15-8pm	24 Birth day Party & Gameroom 6:15-8pm	25 Chapel 6:15-8pm	26 Gameroom 6:15-8pm	27
28	29 Gameroom 6:15-8pm	30 Gameroom 6:15-8pm				

CELEBRATE

National Medical Laboratory Professionals Week (NMLPW)



National Medical Laboratory Professionals week, **April 21 - 27**, is an annual celebration of the medical laboratory professionals and pathologists who play a vital role in every aspect of health care. SWVMHI want to show our support and gratitude for the hard work laboratory professionals do. Lab Professionals Week is held annually during the last full week of April.

NMLPW is a time for medical laboratory personnel to celebrate their professionalism and be recognized for their efforts. Another goal is to inform and educate medical colleagues and the public about the medical laboratory and the impact of having these dedicated, skilled professionals has on overall patient care. Since lab techs often work behind the scenes, few people know much about the critical testing they perform every day.

There are approximately 300,000 practitioners of clinical laboratory science in the United States. Since the development of this career group in the 1920's, the clinical laboratory science professional has played an increasingly vital role in the diagnosis and prevention of disease. Today, the clinical lab professional is a key member of a health care team. **Thank you** to our team at SWVMHI!

~Submitted by Becky Barker, Laboratory Director



Congratulations to Lisa Taylor, Unit Nurse Coordinator for C/D Admissions

Lisa Taylor has been promoted to RN Manager I, Unit Nurse Coordinator position for Admissions, C/D Unit. Her office is on D hallway, #D101. Her phone extension is x345.

Lisa has served as day shift Head Nurse on Admissions A/B for a number of years. She originally started at SWVMHI in 1991 as a LPN, RN, RNCA Float, Team Nurse, and Head Nurse. Lisa has worked on the previous Adolescent Unit, Geriatrics, and

Admission Units here. She has progressively pursued educational programs to finally earning her MSN/MBA, dual major from King University.

An active committee and project member in the past for significant issues such as falls prevention and patient education, Lisa has been involved with a number of improvements in the facility. In her new role, she will initiate, or help lead some special projects. Some of these will take time to get started, but will include:

- * Nutrition Wellness Council: interdepartmental/interdisciplinary committee regarding Food Services/ Nursing/CRS/Medical issues.
- * Patient Care Items Committee, again, interdisciplinary and interdepartmental.
- * Leadership involvement with interdisciplinary Wound Prevention and Management Plan.
- * Liaison with Laboratory and Radiology services involving nursing role.
- * Member of interdisciplinary team for Code Blue practices/Table Top Drills and oversees nursing review of Code Blue practices, use of BMEWS, and hand-off communication.
- * Coordination with various departments regarding items and equipment used in patient care, for example, oxygen, glucometers, catheters, IVs, feeding tubes, wound care, defibrillators, dental care, foot care, bathing, wheelchairs, suction, hygiene care, and so forth.

Please welcome Lisa in her new role!





Refer a Registered Nurse or Psychiatrist



*Earn a **\$1,500** Bonus for referring a Registered Nurse*
OR
*a **\$5,000** Bonus for referring a Psychiatrist*

Who's Eligible:

All classified employees are eligible to receive a referral bonus **except:** HR staff, Department Heads (CNEs for RNs and Medical Directors for Psychiatrists; hiring managers/supervisors (if known at the time of recruitment), job fair recruiters and interview panel members. Wage and contract employees are not eligible.

Payout Terms of the Referral Bonus:

- Eligible employees who refer a **Psychiatrist** will receive a payout of up to **\$5,000** in one lump sum, **30 days** after the Psychiatrist begins employment.
- Eligible employees who refer a **Registered Nurse (RN)** will receive a payout of up to **\$1,500** in one lump sum, **3 months** after the RN begins employment.

Process:

1. An employee who wishes to make a referral should forward the Notice of Referral form to the Human Resource Office prior to the candidate moving through the recruitment process. This form is available on the Intranet under Human Resources – Forms. Human Resources will confirm the referral in writing.
2. The applicant must list the referring employee's name as their referral source in RMS.
3. Once an applicant is hired and begins work, the Human Resource Office will obtain authorization for the referral payment, verify the referring employee's eligibility, and forward this information to Payroll for processing. The referring employee must be in active employment status at the time of the payout to receive the bonus payment.

Contact: Human Resources at 276-783-1204 or Ext. 204 about the Referral Bonus Program.

Virginia Retirement System Financial Literacy Month

April is Financial Literacy Month, a great opportunity to focus your attention on creating a solid financial future. Here are several webinars that VRS will present to help VRS members improve their understanding of financial principles and best practices. Here's a preview of the lineup:

Social Security: With You Through Life's Journey

Date/Time: April 9, 3:30 - 4:30 p.m.
 Explore how retirement, disability, and survivor benefits improve the quality of life for millions throughout life's journey.

Webinar: Raising a Money-Smart Kid

Date/Time: April 12, 3:00 - 4:00 p.m.
 Learn tips from a financial expert and mom on how to help teach children basic money skills.

myVRS Financial Wellness offers tools, support, and strategies: VRS members who log into their myVRS accounts now have access to personalized content through the award-winning myVRS Financial Wellness program, powered by Enrich. You can also watch a short video overview about myVRS Financial Wellness.

Contact the SWVMHI Human Resource department for questions about myVRS.



Did you know that now you can connect online to our job openings at Virginia Jobs by simply scanning the link below on to your mobile device. You will need to download the QR Code Reader app from your app store. Share with someone who may have an interest in becoming a part of our team at SWVMHI.



Southwestern Virginia Mental Health Institute

We promote mental health in Southwestern Virginia by assisting people in their recovery.

Virginia Department of Behavioral Health and Developmental Services
A life of possibilities for all Virginians

Visit the website or use the QR code below to view position openings and to apply today!
<https://virginiajobs.peopleadmin.com>



If you have any questions or need help, please contact the Human Resources Department at 782-1204.




Training Calendar

APR 2019

CAI: CLC (Cultural & Linguistic Competency)

Call Patricia @ x 854 to REGISTER

D = Dogwood Room; C = Commonwealth Room; CL = Computer Lab; AB = AB Classroom

MON	TUE	WED	THURS	FRI
1	2 (D) 300 Training & Development Committee	3 (C) CPR Comp / TOVA Recert > 6:30-3 (1 st shift) > 10:30pm-7am (3 rd shift)	4 (C) CPR Comp / TOVA Recert > 2:30-11 (2 nd shift) (D) Autism Class 10-12noon and 2-4pm	5 For Supervisors Only ALL SUPERVISORS ARE WELCOME! MUST sign up (HR) 9-12 - MVP & Perf Mgt
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April Days to Celebrate



“Off the cuff” April holidays to celebrate:

April 3- Fan Dance Day



April 6- Charlie the Tuna Day



April 10- National Farm Animals Day



April 15- McDonald's Day



April 18- High Five Day



April 22- National Jelly Bean Day



April 30 - Bugs Bunny Day





9TH Annual Employee Benefits Fair

Tuesday, April 16, 2019
10:00 a.m. – 3:30 p.m.
Gymnasium

Vendors scheduled to attend:

AETNA
AFLAC
ANTHEM
BANK OF MARION
BB&T
BOOTHE CHIROPRACTICE
COMMONHEALTH
DELTA DENTAL
HIGHLANDS UNION BANK
KING UNIVERSITY
LEGAL SHIELD
LIBERTY MUTUAL
LIFETIME WELLNESS CENTER
LINDSEY WILSON COLLEGE
MARION CHIROPRACTIC CENTER
MINNESOTA LIFE INSURANCE
MOUNTAIN EMPIRE FEDERAL CREDIT UNION
OLD DOMINION UNIVERSITY
REED GROUP
SAM'S CLUB
VGEA
VIRGINIA CREDIT UNION
VIRGINIA HIGHLANDS COMMUNITY COLLEGE
VIRGINIA RETIREMENT SYSTEM
WASHINGTON NATIONAL INSURANCE COMPANY
WYTHEVILLE COMMUNITY COLLEGE

ICE CREAM WILL BE PROVIDED



Word Search

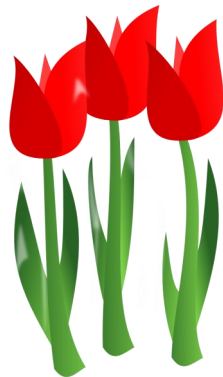
Just for fun, how many of the following words can you find related to **SPRING!**



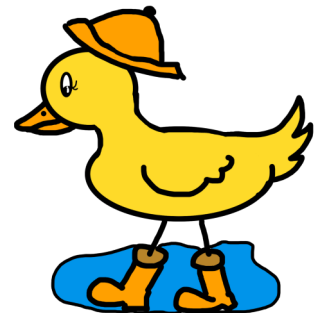
“Being happy doesn’t mean everything is perfect. It means you’ve decided to look beyond the imperfections.”
~Author unknown

T	U	T	U	L	I	P	N	M	K	L	P	O	I	U	Y	T	B
X	C	A	V	B	S	H	O	W	E	R	S	N	M	K	J	A	H
G	F	X	D	S	A	Q	W	E	R	T	Y	U	M	G	S	T	R
E	D	D	R	C	X	Z	A	Q	W	S	N	X	C	E	M	D	U
E	R	A	E	F	V	B	G	B	T	I	Y	G	B	H	O	N	M
M	J	Y	W	U	I	K	L	I	A	O	P	A	Q	A	S	Z	B
X	S	W	O	E	D	A	P	R	I	L	L	R	C	V	S	F	R
R	E	T	L	G	B	N	H	D	Y	L	J	D	U	M	O	K	E
D	A	F	F	O	D	I	L	S	R	T	Y	E	U	I	L	P	L
L	S	O	P	I	U	Y	T	R	E	W	Q	N	A	S	B	D	L
C	T	V	B	N	M	S	K	J	H	G	F	I	D	S	A	Q	A
W	E	E	R	T	D	Y	U	I	O	P	O	N	I	U	Y	T	R
E	R	D	C	U	X	N	E	S	T	I	N	G	C	V	S	B	N
Q	W	E	B	L	O	O	M	R	T	Y	U	I	O	P	E	A	S
L	K	J	H	P	L	A	N	T	I	N	G	G	F	D	L	S	A
A	S	D	F	G	H	J	K	N	B	U	R	E	W	X	D	C	V
B	N	O	G	N	I	R	P	S	P	I	N	N	V	C	D	D	E
R	T	Y	U	I	O	P	L	K	J	H	G	F	D	S	U	X	C
V	B	N	M	K	J	H	S	L	O	O	F	L	I	R	P	A	Y

- April
- April Fools
- Baseball
- Birds
- Bloom
- Blossoms
- Buds
- Daffodils
- Easter
- Flower



- Gardening
- Nesting
- Planting
- Puddles
- Rain
- Showers
- Spring
- Tax Day
- Tulip
- Umbrella



Moon Phases April 2019



April 5 - New Moon

April 12 - First Quarter

April 19 - Full Moon

April 26 - Last Quarter

Did you know...

Virginia State Employees Receive Discounts on the below Telephone and Wireless Services.

- AT & T Mobility
- nTelos Wireless
- Sprint
- T-Mobile
- Verizon Fios
- Verizon Wireless



Please visit www.dhrm.virginia.gov and click "For Employee, Work Life" for more details about this and other available discounts.

ID Badge Reminder



Please remember to wear your ID badges at all times when you are at work! It is important to have it displayed properly at all times. See Policy 6021:

Badges will be worn by all staff at all times. They shall be easily visible and are to be worn with name and photo facing out between shoulder and waist level. If a specific safety hazard exists because of the identification badge, it may be removed until the hazard has passed.



"Back off a bit. You're scaring people."



Congratulations and Happy Birthday for the Employee Birthday Drawing for the month of March!

Marcy Meadows
&
Katerina Vindinli

Each received a \$25 dollar gift certificate to Walmart!

HAPPY BIRTHDAY TO EVERYONE THAT CELEBRATED A BIRTHDAY DURING THE MONTH OF MARCH!

<h1 style="text-align: center;">Training Calendar</h1> <div style="text-align: right;">APR 2019</div>				
CAI: CLC (Cultural & Linguistic Competency)				
Call Patricia @ x 854 to REGISTER D = Dogwood Room; C = Commonwealth Room; CL = Computer Lab; AB = AB Classroom				
MON	TUE	WED	THURS	FRI
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TOVA Recert / CPR Renewal for Nursing Staff with a birthday this month.

Employees scheduled for Healthcare Provider CPR Classes need to review the manual available in the Library prior to class.

(Continued from page 7)

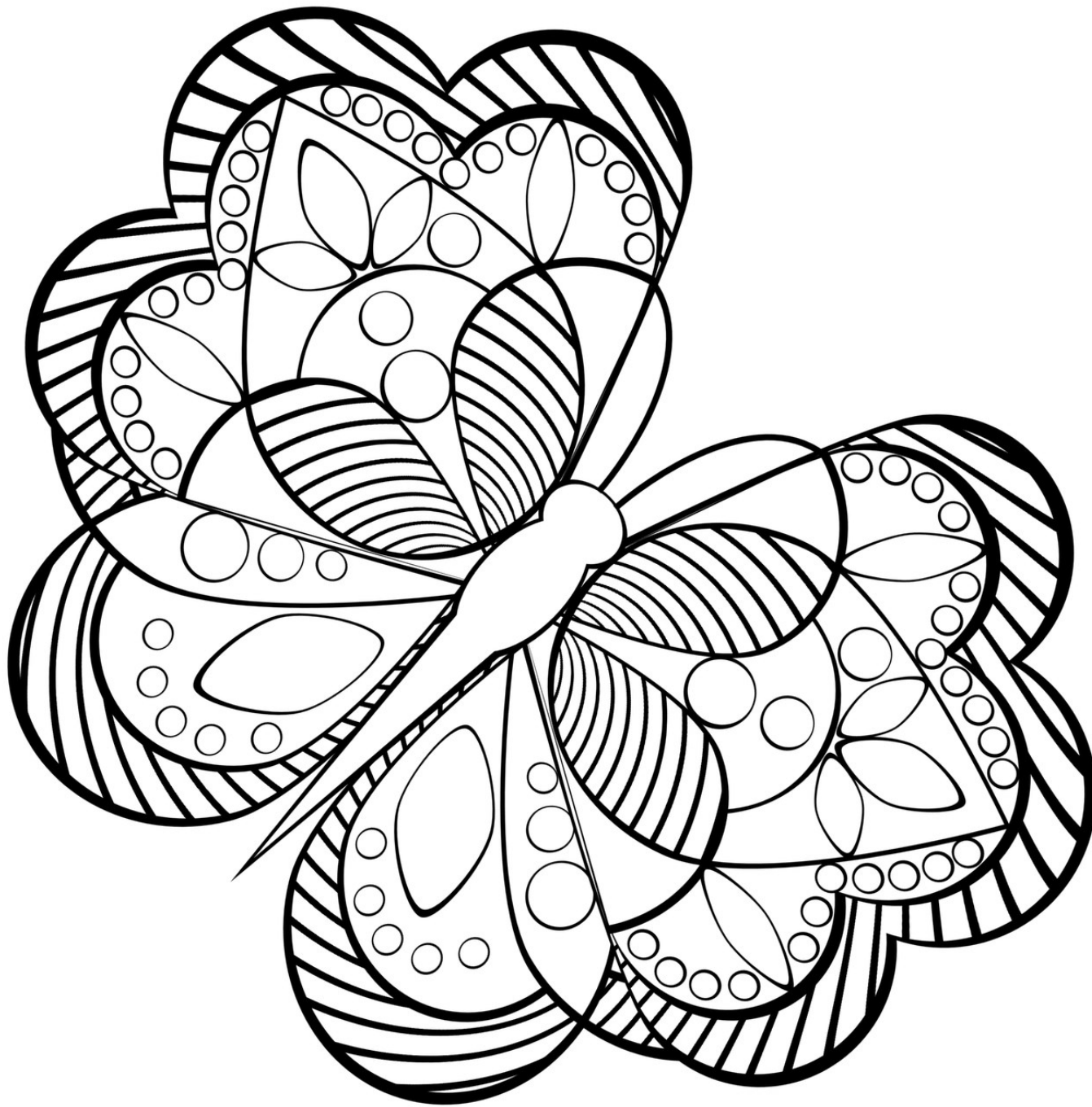
Business Communication), Management (Behavioral Science in Business), and Human Resources Management. Those who successfully complete an additional half-day comprehensive examination in the areas of Organizations and Management and Organizational Planning (Team Skills, Strategic Planning, Advanced Administration), will receive an additional rating of CAP, OM. SWVMHI currently has three employees with either a CAP or CAP, OM certification.

At SWVMHI, there are a number of Administrative Professionals across all disciplines including Ward Clerks, Console Operators, Patient Registrars, Office Services Assistants, Administrative Assistants, Executive Secretaries, Executive Assistants, Human Resource Assistants, Fiscal Assistants, and Secretary Seniors. No matter what working title is used, all of these professionals serve a vital function at SWVMHI. They don't just make coffee and copies any more. They draft documents, make travel arrangements, field and screen calls, prepare reports and graphs using a host of computer software. They are also expected to retrieve files in the blink of an eye, and know various and sundry software systems from Word, Excel, Power Point, email, electronic health records, various database systems, and use them all with the great efficiency. Admins keep the office running, even when the managers are not there. So the next time you see one of the many admins at SWVMHI, please remember to thank them for all the hard work they do on a daily basis.





RELAX AND COLOR



Need a Little Stress Relief?

Coloring has shown great benefits for adults. It generates wellness, quietness, and mindfulness. And nowadays, recognized as the latest creative trend. It brings us back to a simple time like childhood. It can take you out of your present worries and let your brain have much needed rest and relaxation.



Southwestern Virginia Mental Health Institute

Address: 340 Bagley Circle
Marion, Virginia 24354
Phone: 276-783-1200
Fax: 276-783-9712



Comments, Suggestions or Ideas?

SHARE THEM!

Please send any comments, suggestions, or ideas you have regarding the newsletter to the Office of the Director.



This Month's Word Search Answer Key

	T	U	L	I	P																B
	A			S	H	O	W	E	R	S											A
	X																				S
	D	R								N					E	M					U
	A	E						B		I			G	B		O					M
	Y	W							I	A			A			S					B
			O			A	P	R	I	L	L	R				S					R
	E		L					D		L		D				O					E
D	A	F	F	O	D	I	L	S							E						L
	S														N						B
	T					S									I						A
	E				D										N						
	R			U			N	E	S	T	I	N	G								S
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																					D
				G	N	I	R	P	S												D
																					U
									S	L	O	O	F	L	I	R	P	A			

Please submit articles for the next newsletter to Teri Townsend by April 26, 2019.