SJMH Is Participating in CORE Campaign

SJMH is currently participating in a Donor Registration Campaign for the Center for Organ Recovery and Education (CORE). Our hospital goal is to register ten (10) new donors during our campaign. You can help. Visit the website below to understand how to answer organ donation questions accurately and consistently. Together, we can reach our goal and help save lives.

https://www.core.org/understanding-donation/dispelling-the-myths/

Health Departments And SJMH Continuing Community Assessment

SJMH, the Lewis County and Gilmer County Health Departments are coordinating a Community Assessment for healthcare in the two counties. The three organizations have been mandated by government entities to assess the health needs of area residents.

SJMH’s Marketing Department has created the community assessment survey with an online surveying company. The most complex part of the survey was creating the survey to work properly, but that job has been completed. The survey website - https://www.surveymonkey.com/r/LT22XSS - has been sent electronically to SJMH employees, other community leaders, and has been placed on Facebook. An interested participant needs to type in this web address into the web address bar to access the survey.

Spelsberg said that there are paper surveys available in all of the SJMH physician clinics, at the LC Health Department the Gilmer County Health Department, and at the LC Senior Center. If there is an interest in more paper surveys, please contact Spelsberg at 304-269-8167.

CEO Avah Stalnaker, and her great-granddaughter Khloe Henline, were happy to attend the annual SJMH After-Parade Christmas Party on November 23. Several hundred children and family members were treated to hot cocoa and cookies provided by SJMH after the annual Weston Christmas Parade.
You Are Invited

To Honor The November Employee

Jim Paugh

on

Friday,

December 7

Come the
SJMH Cafeteria at 2 p.m.
to congratulate Jim and
have cake and ice cream.

Stonewall Jackson
Memorial Hospital
FSA Open Enrollment is Coming!!

December 7 through December 21, 2018

If you currently have Flexible Spending Accounts (FSA-M or FSA-D on your check stub) and wish to continue this benefit in 2019 – YOU MUST COMPLETE THE OPEN ENROLLMENT TASK. This benefit is elected new each year.

Who May Participate?

All Full Time and Part Time employees and PRN employees working 20+ hours per week. For PRNs, the key is that you receive a check each pay in order for the selected amount to be deducted.

How do I sign up?!

Go to your Paylocity Portal. Top left hand corner, hover over “Web Pay” and three boxes will appear on menu. Click on “Enterprise Web Benefits”. See below. This will take you directly into benefit site where you will click “Begin Enrollment” and choose the amount you would like annually. Click “Complete Enrollment” and your deduction will begin on January 10, 2019.

Compliance Newsletter Submission 11/30/18

HIPAA REMINDER

Any paper documents containing any patient information (FIN, Name, Address, Diagnosis, Account Number, etc.) must be protected just like any electronic record. Please do not leave any Protected Health Information (PHI) available on any desk or in any office unless the PHI documents are locked up in a locked office. Any information such as notes or informal scribbles containing PHI should be cleared and placed in the shred box daily.

NOTICE

Mary Ann Edwards, Infection Preventionist, reminds staff that she now has Hepatitis A vaccine available for staff. Please see her in Administration or call 8043 for information.
SJMH Employees!!!
You Are Invited To The SJMH
Children’s Christmas Party
at the Lewis County Senior Center

Friday, December 7
from 6 to 8 p.m.

Come visit Santa, create crafts, and receive a gift
Santa will be there promptly at 6 p.m. for pictures, please don’t be late!!!

We are collecting food for meals for our employees. Items needed include: boxed stuffing, instant potatoes, canned vegetables and fruits, boxed dessert mixes, cranberry sauce, jar or packets of gravy, canned evaporated milk. See Nastausha to donate.

Julia has “Angels” to be adopted through the Salvation Army.

You should have your donations in by December 12.
Food Handlers Class

The Lewis County Health Department will be at SJMH’s Boardroom on Friday, December 7 at noon, to provide a food handlers presentation and test for SJMH staff. Here is a study guide for people interested in taking the test. Social/Rec will pay for the cards.

It is very important that our staff/volunteers have food handlers cards when serving food for our activities. This is the perfect opportunity for testing and certification.

**HANDWASHING PROCEDURE**

- Lather hands and exposed portions of arms. Vigorously rub together for at least 20 seconds, paying particular attention to areas underneath fingernails and between fingers. Rinse with clean water. Dry thoroughly with single service paper towel or hand drying device.

- **WHEN TO WASH HANDS**
  - Before beginning work or after changing tasks
  - When soiled or contaminated
  - Before putting on gloves
  - When switching between raw and ready to eat food
  - After handling soiled equipment or utensils
  - After using the toilet
  - After touching bare human body parts (except clean hands & arms)
  - After caring for or handling serving animals or aquatic animals
  - After coughing, sneezing, using a tissue or tobacco, eating, or drinking
  - After engaging in other activities that contaminate the hands

- **WHERE TO WASH HANDS**
  - Use hand washing sinks only. Do not wash hands in food prep sink, utensil washing sink, service sink, or mop sink. A sink used for food preparation or utensil washing, or a service or mop sink, may not be provided with hand cleaner and hand drying supplies.

- **GLOVES**
  - Single-use gloves shall be used for only one task, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation. Hand washing is still required and necessary to prevent food contamination.

- **FINGERNAILS**
  - Keep fingernails trimmed, filed and maintaining the edges and surfaces are cleanable and not rough. No Fingernail polish or artificial fingernails when working with exposed food, unless wearing intact gloves in good repair.

- **RE JEWELRY**
  - No jewelry on hands or arms except plain ring such as wedding band.

- **EATING, DRINKING, USING TOBACCO**
  - Eating, drinking or using tobacco is allowed designated areas only. Exception: Closed beverage container, with lid and straw, allowed if handled to prevent contamination of employee’s hands; the container; and exposed food equipment, utensils, linens, and single service articles.

**PHYSICAL STRUCTURE**

- Walls, floor, ceiling and attached equipment (lights, fans, etc.) are to be kept cleaned and in good repair.

- **REFUSE (garbage)**
  - Indoors-stored in approved containers and covered when not in continuous use or contain food residue. Outdoors-in approved containers with tight fitting lids and doors.

- **SEWAGE**
  - Any liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution. This also includes mop water.
  - Sewage must be disposed of in an approved manner (sanitary sewer)

- **INSECT & RODENT CONTROL**
  - Insect & Rodent Control can be accomplished by using screens in windows; keeping doors and windows closed when not in use; and fixing holes in walls.

- **POISONOUS, TOXIC MATERIALS**
  - Medicines are considered toxic and poisonous materials
  - Poisonous and toxic materials are to be separated
  - Identified by common name
  - Stored so that they are not stored above food, equipment, utensil, linens, and single service or single-use articles

- **TEMPERATURE DANGER ZONE**
  - The temperature danger zone is 41 degree F to 135 degree F
  - Potentially Hazardous Cold foods have to be maintained at 41 degree F or less
  - Potentially Hazardous Hot foods have to be maintained at 135 degrees F or greater

- **LEFT OVER FOODS**
  - Left over foods must be reheated rapidly to 165 degrees F, and then maintained at the holding temperature of 135 degrees F

- **FOOD HANDLERS**
  - Any food handler experiencing vomiting, diarrhea, jaundice or sore throat with a fever must tell supervisor and not work with the food.

- **ACCORDING TO LEWIS COUNTY CLEAN INDOOR AIR REGULATIONS, SMOKING IS NOT ALLOWED INSIDE ANY RESTAURANT OR WITHIN 15 FEET OF ANY EXTERIOR DOORS**

Lewis County Cards are $5 for a 1-Year Card, $10 for a 2-Year Card, and $15 for a 3-year card

State Wide Cards are $15 for 1-year Card, $20 for 2-year Card and $25 for a 3-year Card
Christmas Cookies and Cocoa 5K Walk/Run

December 15, 2018 @ 10 a.m.

Back parking lot at SJMH

Return to Julia Spelsberg, SJMH, 230 Hospital Plaza, Weston, WV 26452

Only donation is mittens, gloves, toboggans for local children

Complete this form and sign the waiver.

(Please print)

□ 5K Run □ 5K Walk

Date of Birth (mm/dd/yy) ___________________________ Age _______

Gender □ M □ F

Last Name_______________________ First Name ___________________________

Address______________________________________________

City ______________________________ State __________ Zip _________________

Phone ___________________ Email ________________________________________

(Email used for sending race information only)

WAIVER: I know that running or walking a road race is a potentially hazardous event, and I should not enter and run or walk unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the run or walk. I assume all risks associated with running or walking in this event including, but not limited to falls, contact with other participants, the effects of weather, including high heat and/or humidity, traffic, and the conditions of the road, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release Stonewall Jackson Memorial Hospital, and all sponsors their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event even though that liability may arise from my negligence or carelessness on the part of the persons named in this waiver. I grant permission to all of the foregoing to use any photographs, motion pictures, records or any other record of this event for any legitimate purpose. Race will be held regardless of weather conditions. Registration is final, no refunds.

Signature Required

Signature of entrant (Guardian if under 18) and date

___________________________________________________/______________

Date
Christmas Is Around the Corner!

We have received six Salvation Army Angels for adoption from Our Neighbor. The children’s needs and requests are listed on the cards and are available in Marketing.

SJMH Upcoming Events

December 7 - Foodhandlers Class, noon in Boardroom
December 7 - Children’s Christmas Party, 6 p.m. at LC Senior Center
December 13 - Deadline for Salvation Army Angel gifts to be returned
December 14 - Employee Christmas Buffet, each shift is served
December 15 - Cocoa and Cookies Walk Run at SJMH, 10 a.m. on the back track
January 12 - Winter Fun Run, 10 a.m. on the back track
February 2 - 2nd Groundhog Day Walk Run at SJMH, 10 a.m. on the back track
March 30 - Awards Dinner at Resort, at 6 p.m.
April 27 - Annual 5K Walk Run, 10 a.m. in Weston
Needlestick Safety

- Avoid recapping needles
- Ensure hands and fingers are always behind the needle
- Dispose of used needles in appropriate sharps disposal container at the time and point of use
- Take your time and be aware of your surroundings
- Prepare your patient for the needlestick and encourage them not to move during the procedure
- Use devices with safety features
- Inform your employer of hazards from needles that you observe
- Report all needlesticks and other sharps-related injuries to the employee health nurse and report in RLS

SJMH CHRISTMAS BUFFET

Each shift will be served in the Cafeteria and can eat in the SJMH Board Conference Room. Lunch is 11 a.m. to 1:30 p.m.; dinner from 5 to 6 p.m.; and night shift will be served at 11 p.m. To-go orders need to be given to Nastausha or Julia by Dec. 13

Fri., Dec. 14

Ugly Sweater Contest!

Wear your ugliest sweater; we will take a picture and put them up for voting by the SJMH staff. You must wear the sweater on December 14 to be eligible. Voting will last from December 14 to December 21. You will be able to email Nastausha at nhefner@stonewallhospital.net to vote or by calling 8149.
Christmas Has Arrived at the SJMH Gift Shop