

FYI

Amazon delivers 140 mini trees and holiday joy to patients

Last year, a young patient came to Gaylord Hospital after a long illness slowly robbed her of her mobility.

When she first arrived, she was in low spirits, not only because of her condition but because she knew she would be spending the holiday season away from family and friends.

A small Christmas tree she bought for her room instantly cheered her up – and she knew she wanted to share that same feeling with as many patients as possible. With the support of her family and friends, she anonymously purchased trees for 30 rooms. A generous donation of additional trees from Amazon made her wish of spreading joy to the entire hospital a reality.

This year, we are thrilled and grateful that Amazon has donated 140 mini trees along with a number of menorahs and holiday decorations for our patients who accepted their presents with smiles and – in some cases – happy tears.



Watch our “Tree Day”
kick-off celebration with
Amazon on WTNH.
[click here](#)

Our Values are

Integrity

Compassion

Accountability

Respect

Excellence

FYI DEADLINE

The deadline for the next FYI is Friday, January 5.

Email: publicrelations@gaylord.org



 **Gaylord**
Specialty Healthcare

Our mission is to enhance health, maximize function and transform lives.

Password Policy Change Effective 1/2/24

As we continue to prioritize the security of our digital assets and confidential information, each of us must play a role in maintaining a robust defense against potential cyber threats. One fundamental aspect of this defense is the strength of our passwords.

I want to draw your attention to the importance of using strong passwords to protect our accounts and sensitive data. A strong password is a crucial defense against unauthorized access, significantly contributing to our organization's cybersecurity.

To enhance the security of our digital environment, we are implementing a policy requiring all staff members to use passwords with a **minimum length of 12 characters**. This change aligns with industry best practices and helps us avoid potential security risks.

Here are some tips for creating strong passwords:

- **Length is Important:** Minimum of 12 characters. Longer passwords are generally more secure.
- **Complexity Counts:** Mix uppercase and lowercase letters, numbers, and special characters to create a complex and unique password.
- **Avoid Common Words:** Refrain from using easily guessable information such as your name, birthdate, or common words. Consider using phrases that you will easily remember.
- **Change Regularly:** Periodically update your passwords, and avoid using the same password across multiple accounts.



This new policy will take effect on January 2, 2024. You will be required to meet these new password requirements the next time you change your password after January 2, 2024. If you encounter any difficulties or have questions, please don't hesitate to contact our IT Help Desk at helpdesk@gaylord.org or ext. 2222.

Remember, your commitment to using strong passwords significantly contributes to the overall security of our organization. Thank you for your cooperation and dedication to maintaining a secure digital environment for all of us.



06 15 24

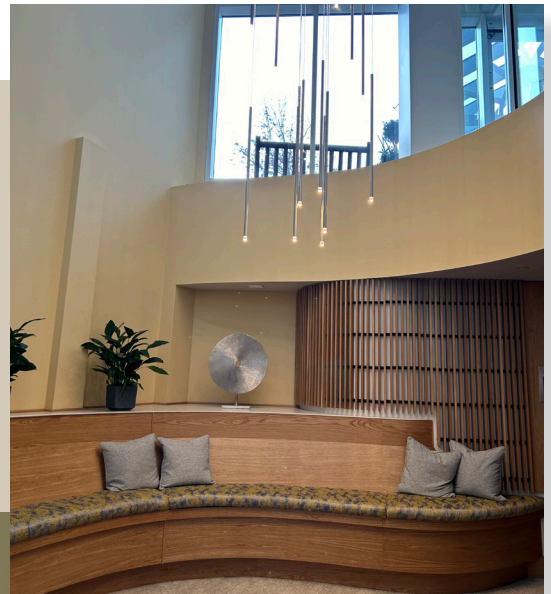
REGISTRATION OPENS JAN 1

www.gaylordgauntlet.org

Jackson Ground renovations bring space and "Hope" to fruition

The renovations on Jackson Ground have been completed, and the offices, education suite, and meeting spaces are now occupied by the Milne Institute for Healthcare Innovation and Nursing Education teams. You can now find the research team of Hank Hrdlicka, PhD, John Corbett, and Socheata Morley on Jackson Ground, previously located on Brooker 1. Dave Rosenblum, MD, has office space located in the suite for the PM&R residents but maintains an office in medical services on Jackson 1. The coordinator for the Office of Integrative Medicine, OIM, Lea Grimaldi is also located on Jackson Ground. Nursing education staff including Caitlin Cote, Raquel Conklin (pictured below), Rosie Delgado and Breanna Medina can be found in their new space adjacent to the simulation lab. The CNA-Academy team, Kristen Berg and Lacey McCauley, remains on Lyman 1 in the space previously occupied by the entire nursing ed staff. Look for more pictures of these teams in their new space in future FYIs.

The new Hope Chapel has been completed and was dedicated on December 27, 2023. This open and airy spiritual space, across from the library, offers various seating options with chairs that can be moved to accommodate wheelchairs and different set-ups depending on the needs of those enjoying the space. The renovations on Jackson Ground were made possible by the generosity of many donors and thoughtfully designed with touchdown space, collaboration areas, and high-tech lighting options to accommodate learning, teamwork, and innovation.



Holiday Happenings



Seasons Greetings
from NEMG



Spirit Week, Ugly
Sweater Contest

Mini Tree Decorating
Contest



Winner of the Facebook "People's
Choice Award" with 105 votes.
"The One with...the Snowmen at
Central Perk" by Melissa C, HIM



January 2024

Jeans for Charity
January 5, 19

National Blood Donor Month
January 26
In memory of Tangey Portee

February

Jeans for Charity
American Heart Month
Black History Month
National Therapeutic
Recreation Month

March

National Nutrition Month
National Social Work Month
Jeans for Charity

April

Occupational Therapy Month
Jeans for Charity

May

National Hospital Week
National Nurses Week
Jeans for Charity
Gaylord Golf Classic
May 20



Be Innovative.
Think Possible.



Share your innovative ideas with us.

Scan the QR code or email innovation@gaylord.org

Jeans for Charity: Friday, December 29



The featured organization is

Girls Inc, Meriden

Girls Incorporated of Meriden, established September 19, 1919, inspires all girls to be Strong, Smart, and Bold. With 90+ years of experience serving young women in the greater Meriden, CT area, Girls Incorporated is the premier all-girl environment that guides young women through self-discovery with program-based curriculum. To learn more [click here](#).

New Mileage Rate for 2024



The IRS has issued their annual update of mileage rates for business travel in 2024. The new rate will be **67 cents** per mile effective January 1. As in the past Gaylord will adjust its mileage reimbursement rate to reflect the new IRS rate. If you have any questions please feel free to contact Scott Jungeblut at extension 2753.

Employees need a Jeans for Charity sticker or button to indicate their participation.

Stickers can be purchased for \$2 in the cafeteria, Jackson Java, Human Resources, Jackson 2 outpatient, North Haven, Cheshire, Cromwell and Madison.

June	July	August	September	October	November
Gaylord Gauntlet 5k June 15	Jeans for Charity	Jeans for Charity	Jeans for Charity	Jeans for Charity	Jeans for Charity
					

Did you know Gaylord holds a weekly 'Photo of the Week' Contest on the intranet homepage?

Share your amazing photos with us and your photo may be chosen for display on the intranet homepage for one week for all to see. Please email photo entries to publicrelations@gaylord.org with your name, department, title and brief description of the photo.



It's Getting Cold Out There...

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[Click Here](#)



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Gaylord is also on YouTube.
www.youtube.com/user/GaylordHealthcare



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Our purpose is people

VIRTUAL TRAINING SESSION ALL EMPLOYEES

TOPICS:

- Navigation
- Changes
- Life Events
- Pay History
- Schedules
- Mobile App

January 4

4:30 p.m.

zoom

January 9

1 p.m.

zoom

January 11

1 p.m.

zoom



Scan the QR code
or [click here](#)

Sessions will be recorded and posted on Sharepoint. The videos and other resources are posted on Sharepoint under Frequent Links > UKG

Gaylord Specialty Healthcare is working with Dale Carnegie to support learning and training initiatives. Over the next several months, look for various topics that will help support your personal and professional development!

4 Golden Rules for Getting Things Done

The tendency to start more tasks than you finish is all too common. Fear of failing to meet expectations from ourselves and others is one of the primary reasons we start things and don't finish. To coddle ourselves, we might say that we are "perfectionists," and that's why things are just never quite ready to go. Alternatively, some people can't seem to hone in on small tasks. These people get so wrapped up in the big picture that narrowing in on the steps to get there is impossible.

If checking everything off your to-do list feels unachievable, congratulations, you're normal! Getting it all done in one day has never been a practical goal, but getting the most out of your day should always be. The solution to this common problem starts with your outlook. Once you begin to view your year, as a collection of months, days, and then hours, you can begin to manage every moment of your time effectively.

Luckily, the habit of starting and not finishing is a habit that can be unlearned with some effort. Dale Carnegie was keenly aware of the damaging effects having a "serial starter" mindset can have on our productivity. He outlined four work habits to combat this in his Golden Rules.

1. Clear your desk

Before beginning any project, clear your desk of all papers and close any windows on your desktop unrelated to the immediate task at hand. This is a practical way to curb your tendency to become sidetracked by outside sources. Although your other tasks may be important, realize that there is really no such thing as multitasking. Becoming present in that moment will help you fully execute your goal. It may be a good idea to switch your phone to Do Not Disturb mode for the time being too.

2. Do things in order of their importance

Prioritize it like it's your full-time job. Prioritization is an instrumental part of end-to-end execution. Remove any preferences you have may about tasks and objectively prioritize them based on importance and urgency. Ask yourself: What needs to get done in order for XYZ to happen? This will help you develop a habit of creating timelines built on actionable steps and not just ideas on a never-ending to-do list!

3. Solve problems in the moment

When executing any project, issues will undoubtedly arise on your way to the finish line. Instead of sweeping those issues under the rug, face them in the moment. If you are unable to correct that problem in the moment, at the very least, plan your solution. When you choose to ignore upsets in your project, they will hold you back in the long-run. After all, project management is about managing.

4. Learn to organize, deputize, and supervise

Getting organized on tasks is a given, but assigning responsibility is just as important. Spell out the chain of command on projects and balance the workload of all participants for maximum productivity. When problems arise that you are not able to mitigate, assign it to someone who can. You cannot multitask on your own, but when a great team is on board, checking multiple tasks off of your to-do list at the same time becomes a realistic goal.



Gaylord's Certified Nursing Assistant program is a robust and active learning experience. The classroom portion of the program is held in Gaylord's Nursing Education Classroom and Simulation Lab. The clinical portion of the program takes place on a rehabilitation unit within Gaylord Hospital. Students will be prepared to take the CT Certified Nursing Assistant (CNA) certification examination upon program completion. The program is led by a registered nurse with assistance by a CNA. Group size will be limited to a maximum of 8 students per session.

2024 Spring Session: March 25 - April 26, 2024

Requirements for Students:

- Must be 18 years or older
- Must hold a high school diploma or GED equivalent
- Fluent in English
- Interview required
- Flu shot required
- Uniform – scrubs (any color or prints are acceptable) and closed toe shoes
- Must pass criminal background check, physical and drug screening



Students are required to purchase books, scrubs, required medical clearance/background checks and fee for Connecticut Certified Nurses Aide Exam. Program instruction is provided at no cost.

Have questions? Please contact Lacey McCauley: (203) 284-2784 or email CNAacademy@gaylord.org

118 hours (83 classroom/lab, 35 hours clinical)

Student Benefits:

- Students may be eligible for immediate employment after course completion.
- Potential reimbursement of program fees after course completion with employment commitment.
- Shadowing and mentoring opportunities for various clinical roles (RN, LPN, physical therapy, occupational therapy and respiratory therapy)
- Employees are eligible for a tuition reimbursement program for continuing education.



MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31 WEEK 1	25 CLASS/LAB 8 a.m. - 2:30 p.m.	26	27 CLASS/LAB 8 a.m. - 2:30 p.m.	28	29 CLASS/LAB 8 a.m. - 2:30 p.m.	30

APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 2	1 CLASS/LAB 8 a.m. - 2:30 p.m.	2	3 CLASS/LAB 8 a.m. - 2:30 p.m.	4 CPR TRAINING 8 a.m. - 1 p.m.	5 CLASS/LAB 8 a.m. - 2:30 p.m.	6
7 WEEK 3	8 CLASS/LAB 8 a.m. - 2:30 p.m.	9	10 CLASS/LAB 8 a.m. - 2:30 p.m.	11	12 CLASS/LAB 7 a.m. - 2:30 p.m.	13
14 WEEK 4	15 CLASS/LAB 8 a.m. - 2:30 p.m.	16	17 CLASS/LAB 8 a.m. - 2:30 p.m.	18	19 CLASS/LAB 8 a.m. - 2:30 p.m.	20
21 WEEK 5	22 CLINICAL 7:30 a.m. - 2:30 p.m.	23 CLINICAL 7:30 a.m. - 2:30 p.m.	24 CLINICAL 7:30 a.m. - 2:30 p.m.	25 CLINICAL 7:30 a.m. - 2:30 p.m.	26 CLINICAL 7:30 a.m. - 2:30 p.m.	27
28	29	30			GRADUATION DAY!	



20 24 *HOME GAME* **SCHEDULE**

Choate Rosemary Hall, Remsen Arena
35 N ELM ST., WALLINGFORD, CT

SATURDAY

JANUARY

6



VS

11 AM



VS

2 PM



SUNDAY

JANUARY

7



VS

7 AM



VS

3:30 PM



Scan for full
game schedule

FREE and Open to the public.
Come support the Gaylord Wolfpack!





**American
Red Cross**

BLOOD DRIVE

Sponsored by:

 **Gaylord Specialty Healthcare**

FRIDAY

JAN 26, 12-5 PM

BROOKER LECTURE HALL



IN MEMORY OF
TANGHEY PORTEE, PCT H1

To schedule an appointment call: (1-800-733-2767)
or visit: redcrossblood.org-enter Gaylord



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Get paid to help.

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POSITION

\$2,000 RN

\$2,000 PT

\$1,500 LPN

\$1,000 PCT

\$1,000 Intake Rep

\$500 EVS or F&N

***For program details and payout schedules, contact HR.**

