

FYI

Gaylord Presentations: *On the Road at Midstate Medical Center*



The Admissions Department has been actively engaging with our acute care hospital partners, embarking on an extensive outreach initiative to educate them about admission criteria and showcase the comprehensive offerings at Gaylord. The targeted audience comprises case managers, discharge planners, therapy departments, and physicians.

In recent sessions held at prominent hospitals like Midstate Medical Center, St. Vincent's Hospital, Waterbury Hospital, Saint Mary's Hospital, and others, our team has been diligently conveying crucial information. Pictured here is a recent

meeting at Midstate Medical on January 3, where our presentation drew over 30 case managers and therapists, marking it as one of the largest gatherings to date.

This particular session was incredibly productive, characterized by a highly engaged audience that actively participated with insightful questions. The dynamic exchange of ideas not only answered a lot of questions but also unearthed new possibilities for collaboration and communication. Key contributors from Gaylord included Kathleen Sullivan, Linda Langlais, Liz Weber, and Jason Zagorski. Well done, Admissions Team!

Lori Vickers Accepts Position in Quality & Safety Department



Gaylord is happy to announce that Lori Vickers, Director of Inpatient Therapy has accepted the Manager of Accreditations and Service position in the Quality & Safety Department. This newly created role is vital in addressing the increasing time demands associated with our numerous accreditations.

Lori, with over 30 years of dedicated service to Gaylord, brings a wealth of experience to this position. Reporting to Sue Stango, Lori will be instrumental in overseeing accreditations, addressing patient advocate issues, and assisting with quality and safety planning throughout the hospital.

Please take a moment to thank Lori for her service in Inpatient Therapy and congratulate her on joining Quality & Safety.

Our Values are

Integrity

Compassion

Accountability

Respect

Excellence

FYI DEADLINE

The deadline for the next FYI is Friday, January 19.

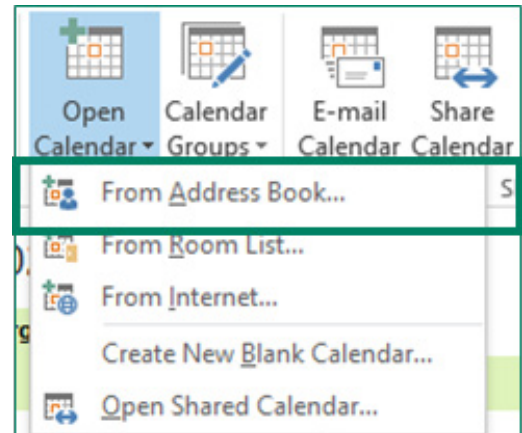
Email: publicrelations@gaylord.org

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

New Conference Rooms and Meeting Spaces Available

With the opening of the “Center of Advanced Rehabilitation” on Jackson Ground, several new spaces are available to staff to meet, share ideas, and collaborate. Like Gaylord’s other conference rooms and meeting spaces, calendars for each of these areas are available on Outlook to book these spaces and can be found under the names:

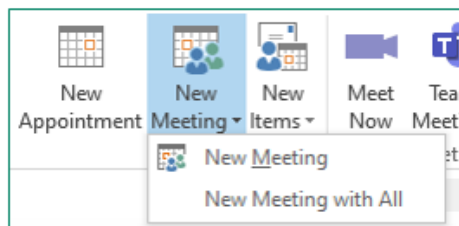
- Clinical Education Classroom Calendar
- Innovation Circle Calendar
- Innovation Meeting Room Calendar
- Innovation Work Space Calendar
- Library Collaboration Room Calendar



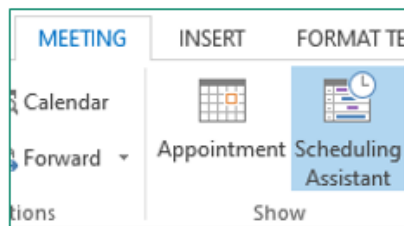
As a reminder, you can access these Outlook calendars in two ways. One, by clicking on “Open Calendar”, selecting “From Address Book...” and then searching for one of the spaces above.

Alternatively, you can find these calendars by

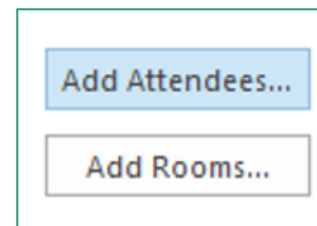
1. Starting a “New Meeting”
2. Opening the Outlook meeting “Scheduling Assistant”
3. Selecting “Add Attendees...” and searching for one the spaces above



1



2



3



**SAVE
\$10**

USE DISCOUNT CODE:
Staff24



06 15 24

REGISTER TODAY

www.gaylordgauntlet.org



Congratulations to the following staff who were recognized by their peers in the month of November. Each month a name is pulled to win a prize.

Colleen Rawlick	IT	
Muriel Garvey	Library	
Dee Fonteyn	Office of the President	
Kiya Harding	Lyman 1	
Allison Greco	IP Speech	
Stefanie Gaidos	IP Speech	
Laura Phipps	Marketing/PR	
Tim Guodace	Food and Nutrition	
Anne Walczak	IP Therapy	
Brian Reis	Cromwell PT	
Kevin Johnson	Marketing/PR	
Cheryl Tansley	IP Therapy	
Jenilyn Velez	Lyman 1	RAFFLE WINNER
Kaitlyn McNelly	IT	
Monica Dalton	VARN	
MauraJean Sipples	Switchboard	

Did your co-worker go above and beyond?

Scan the QR code and fill out the form to recognize them.



I have COVID, now what?

Just as a reminder that if you are notifying your supervisor that you have tested positive for COVID, you are required to:

1. Forward proof of your positive home COVID test.
2. With your name and date written next to it.
3. Once your supervisor notifies Infection Prevention, you will be notified of your return to work date.



Employee Name:
Date of Positive Test:

Yoga

Check out our yoga videos by scanning the QR code below:



Password: gaylordyoga

Offered by The Office of Integrative Medicine



Think Possible.
Think Gaylord.

Thank you to our Donors



Gaylord
Specialty Healthcare

JANUARY Service Awards

Congratulations to the following employees for their years of service to Gaylord:

5 YEARS

Mark Wojda

Physical Therapy-North Haven

Bill Harpin

Facilities

Rosalinda Gaona, MD

Physician Services

Congrats Hank and Emily!



A study from Gaylord's Milne Institute for Healthcare Innovation was published in the January/February 2024 issue of The American Journal of Occupational Therapy. Co-authored by Dr. Henry Hrdlicka and Emily Meise, MS, OTR/L, the research reports on the content validity of a novel cognitive screening tool, GOT-Cog®, designed to improve inpatient occupational therapy treatment planning.

The study underscores the need for a proper screening tool early in the rehabilitation process to guide the occupational therapy plan of care, assist with discharge planning recommendations, and identify the need for additional services in the long-term acute care hospital setting.

Read the article here:

["Content Validity Testing of a Novel Cognitive Screen, the Gaylord Occupational Therapy Cognitive \(GOT-Cog®\), to Improve Inpatient Occupational Therapy Treatment Planning"](#)

January 2024	February	March	April	May
Jeans for Charity January 19	American Heart Month	National Nutrition Month	Occupational Therapy Month	National Hospital Week
Employee Meeting January 23	Black History Month	National Social Work Month	Jeans for Charity April 5, 19	National Nurses Week
Jackson Ground Open House January 26	National Therapeutic Recreation Month	Jeans for Charity March 1, 15, 29		Jeans for Charity May 3, 17, 31
Blood Drive/Brooker Lecture Hall January 26 <i>In memory of Tangey Portee</i>	Jeans for Charity February 2, 16			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, January 19



The featured
organization is

**CT Brain
Tumor
Alliance**

The Connecticut
Brain Tumor Alliance, Inc. is dedicated to
providing hope and support to brain tumor
patients and caregivers, while advancing
brain tumor awareness, quality of care, and
brain tumor research. To learn more [click
here.](#)



I'm Moving!

The mail box located in the Jackson
building main lobby will be moved
to Hooker Ground across from the
Switchboard Operators on **Monday,
January 15**. Mail can be brought
to the mailroom during normal
mailroom hours or dropped in the
box when the mailroom is closed.

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.

REMINDER
for all emergencies dial
3399

June	July	August	September	October	November
Jeans for Charity June 7, 21 Gaylord Gauntlet 5k June 15	Jeans for Charity July 5, 19	Jeans for Charity August 2, 16, 30	Jeans for Charity Sept. 6, 20	Jeans for Charity October 4, 18	Jeans for Charity November 1, 15, 29

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.



Attention FYI Readers:

If you would like to submit an article, promote an event, etc., in FYI, please email:
publicrelations@gaylord.org
with your details.

Thank you!



Our purpose is people

VIRTUAL TRAINING SESSION ALL EMPLOYEES

TOPICS:

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

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



Follow Gaylord Specialty Healthcare on Facebook!
www.facebook.com/gaylordsspecialtyhealthcare



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



Follow Gaylord on Twitter.
twitter.com/GaylordHealth



Say “snow more” to winter shoveling injuries!

Ten shoveling safety tips from
Phil Silverio, PT, DPT, OCS

Winter has arrived, and with it comes the inevitable chore of shoveling snow. As a physical therapist, I've seen my fair share of injuries caused by improper shoveling techniques. Snow shoveling can be very stressful to the body in a very short period of time.

To help you stay safe and injury-free this winter, here are some shoveling safety tips:

Warm Up Before Digging In:

Warming up your muscles reduces the risk of injury, so bundle up in layers to keep your body warm. If you can, perform light aerobic activity such as walking or jumping jacks for about 10 minutes before grabbing that shovel.

Use Your Legs, Not Your Back:

Instead of lifting heavy loads of snow with your back, use your leg muscles to push the snow away. This reduces the strain on your lower back.

Bend at Your Hips and Knees:

When shoveling, maintain a proper stance by bending at your hips and knees, not your back. This distributes the workload to your stronger leg muscles and minimizes stress on your spine.

Shovel Frequently:

Shovel more frequently throughout a storm rather than waiting for a massive snow buildup. This reduces the total weight of snow you'll be moving in a single session, making the task more manageable. Plus, freshly fallen snow is much lighter than snow

that's started to melt or has been compressed by cars or plows.

Timing is Everything:

When it comes to snow, the best rule of thumb is to go slow. Take breaks, and don't start shoveling right after eating, smoking, or consuming caffeine, to avoid extra stress on your heart.

Take Small Loads:

Shoveling small loads of snow at a time can prevent excessive strain on your muscles and shoulder injuries. Pace yourself and avoid trying to move large amounts of snow in one shovelful.

Wear Proper Footwear:

Falls are common in snowy and icy conditions. Choose boots with a good grip to prevent slipping on icy surfaces. If unsure of the terrain or what is underneath the snow, take small steps – like a penguin – to steady your footing.

Stay Hydrated:

Dehydration is not exclusive to warm weather. Winter activities and bundling up in layers can cause you to lose fluids. Hydrate adequately before, during, and after shoveling to keep your body functioning optimally.

Continued on next page

Listen to What Your Body is Telling You:

Stop shoveling immediately if you experience shortness of breath, chest pain, or dizziness. These symptoms could indicate a serious health issue, and seeking prompt medical attention is crucial.

Leaf the Shovel Behind:

Embrace alternative methods to traditional shoveling. Utilize ice-melting materials to minimize the need for heavy shoveling. Invest in a snow blower for larger snow removal tasks, sparing your muscles from excessive strain. Although using a backpack leaf blower to clear light snow might sound silly or unconventional, it can be effective and easier on your body.

Remember, the goal is to clear your walkways and driveways without compromising your health. By incorporating these shoveling safety tips into your winter routine, you can enjoy the snowy season with less worry about aches, pains, or injuries. Stay safe, stay warm, and happy shoveling!

Welcome to the Gaylord Team!

Chris Mutts	EVS Aide
Lauren Kalt	Intake Rep, North Haven
Emily Ortiz	PCT-H2
Ryan Rustek	PCT-L1
Erin Maurice	SNT-Float Pool
Jhoselyn Jara	SNT-Float Pool
Dil Kathayat	SNT-Float Pool
Ann Poniatowski	SNT-Float Pool
Kristin Mills	SNT-Float Pool
Grace Gilbert	SNT-Float Pool
Jennifer Valle	Intake Rep, Wallingford
Tanyce Rivers	Intake Rep, North Haven
Kristine Serina	Physical Therapist, North Haven
Anna Wagner	Digital & Social Media Coordinator
Katherine Saia	Occupational Therapist, OP
Tanika Mitchell-Dillion	Respiratory Therapy
Madison O'Flynn	GN-L1





GoGreen Committee Did You Know?

A typical household spends about \$2,100 a year on energy bills and contributes twice the amount of greenhouse gases to the environment as an average car.

Look for home or office electronic products with the Energy Star label when you shop. Many electronics use energy even when they're "off" to power continuous features like clock displays or remote controls.

Replacing old items with energy-efficient models can save over 25 billion pounds of greenhouse gas emissions, and save money on your energy bills.



ALL STAFF MEMBERS

Join us

FRIDAY, JANUARY 26

7:30-8 a.m., 12-1p.m., 3-4 p.m.

*Jackson Ground
Open House*

LIGHT REFRESHMENTS SERVED





Forgot Your Password?

A reminder that Gaylord has a tool for staff to use should they forget and need to reset their network password. Remember, your network password is used for systems such as email, RL and Kronos.

The site can be reached from **ANY** computer with an internet connection:

<https://security.gaylord.org>

OR can be found on Sharepoint under
How To/Work Orders

Please note that the network password manager/self service cannot be used to reset your MEDITECH or Healthstream passwords at this time.

Rings, Rice & Rattles

If you got engaged email the following information:
Name, department, got engaged to _____ (optional).
Our wedding date will be _____
(if already set).

If you just got married email the following information:
Name, department, married on (date), to whom.
Location (optional), Last name change
if applicable.

If you recently had a baby email the following information:
Name, department, baby name, date of birth and weight

All emails should be sent to publicrelations@gaylord.org.
org. By sending your information you are giving
approval for your information to be published in FYI.
Please do not send photos.

New Items!



Order your Gaylord Gear Today



Scan the QR code to order. Link also located on the intranet homepage/PULSE

Employee Meeting

TUESDAY
JAN 23

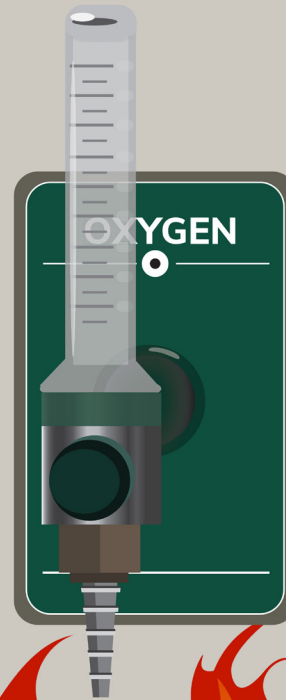
12:10PM
ZOOM
and
BROOKER
LECTURE
HALL

Check your
email for
Zoom link
information.



**TURN OFF OXYGEN
WHEN NOT IN USE.**

Leaving O2 on when not in
use is a fire and safety issue.



ANNUAL

\$50

Entitles you to **ALL**
Jeans for Charity Days!

February 2024 - January 2025



DONOR FORM
2024

Information

Name: _____

Department: _____

Street Address: _____

City: _____ State: _____ Zip: _____

☐ New Button ☐ New Insert Only



Payment

Please check one:

☐ **Cash**

☐ **Check** - Please make checks payable to Gaylord Hospital

☐ **Credit Card** - Credit cards are accepted in Brooker 316 or you can call
Georgette MacQuarrie at extension 2881 with your credit card number.

☐ **Venmo @ gaylord-hospital** - Username: _____

Return this form and money to Liz Marquis, Care Management, Jackson 1. Make
checks payable to Gaylord Hospital. Donation is tax deductible. **If you were
a 2023 Casual for Causes Donor and would like to participate in the 2024**

Jeans for Charity Program a new insert will be sent to you through interoffice mail. If you are
new to the donor button program, your customized button will be mailed through interoffice mail.

**Recycle Your 2023
Donor Button**



**Please Note: It's \$50 for the button in February. Buttons can be purchased throughout the
year at a prorated cost. There will be a \$5 replacement fee if lost at any time.**



[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!	

January's Safety Habit:
**Hand-off
Effectively**



Hand-off Effectively

We provide effective hand-offs of patients, tasks and materials to ensure understanding and ownership

Effective Hand-offs:

- Must occur **prior to a change in a care provider** or **project owner**
- May be for an **entire shift** or **part of a shift**
- Involve **interactive, direct communications** between care providers or project owners
- Should **minimize distractions**
- Should follow a **standardized process** specified by the department/service
- Should use a **checklist**

SBAR to Transfer Information

An outline for planning and communicating information about a patient condition or any other issue or problem

First, introduce yourself and who is involved – the patient, employee or family member. Then provide the following, ensuring you say the highlighted words:

SITUATION

The bottom line (diagnosis, current condition, problem)

ASSessment

What is happening now? (current findings, needs, concerns)

BACKGROUND

What do you know?
(medical history, past tests or treatments)

RECOMMENDATION

What is next? (recommendation or request for plan of care)

Always check to see if either party has any questions.

SBAR Example: Equipment Issues

- S** ▶ Issues with malfunctioning equipment are being submitted as an occurrence report in RL.
- B** ▶ There have been multiple occurrences reported in RL about malfunctioning bed scales, bed alarms not working, and broken Hoyer lifts.
- A** ▶ It's important to submit occurrence reports about equipment events in RL so they can be properly addressed and tracked, however please be sure to also submit a work order so the equipment can be fixed or replaced.
- R** ▶ When you submit an occurrence report in RL, also submit a work order to the appropriate service area.



**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

Start the New Year off with Style



January Highlights

Universal Studios Hollywood: Enjoy the thrills with exclusive savings
Movie Tickets: Watch the most anticipated movies up to 40% off
HelloFresh: Get 55% off your first meal box
TurboTax: File your simple federal and state taxes and save up to \$20
Ski Resorts: Save up to 45% off ski resorts



Mental & Physical Wellness

Begin ticking off your New Year's resolutions while enhancing both your mental and physical well-being.

- **BetterHelp:** Get 50% off your first month of online therapy
- **FitReserve:** Get 30% off three months of premier studio classes



New Year's Sale

Start the new year by upgrading your gear with the newest and most advanced electronics and appliances.

- **Apple:** Exclusive employee savings on select products
- **Samsung:** Enjoy savings up to 50% off select products



Vacation Planning

Planning a winter getaway? Enjoy month-long savings this January on flights, hotels, rental cars, and more.

- **Flights:** Save up to 20% on international and domestic flights
- **Hotels:** Book reservations up to 60% off regular rates

plumbenefits

Make the most of your Plum Benefits membership! Get instant access to exclusive deals, limited-time offers and members-only perks on the products, services and experiences you need and love. With something to excite every interest, it's time to spend less and enjoy more this season.

New to Plum Benefits? Getting Started is Easy.

1

Visit PlumBenefits.com

2

Click *Become a Member*

3

Enter your company code or work email to create an account

COMPANY CODE

ac0324481

NEED HELP? CALL US: 1-877-868-7758 • EMAIL US: CUSTOMERSERVICE@PLUMBENEFITS.COM

*Prices and Offers are subject to availability and subject to change without notice. Please review the terms and conditions for offers.

Mindfulness on Demand

Gaylord's Office of Integrative Medicine is excited to offer Mindfulness on Demand from the Copper Beech Institute for our patients and staff.

This is a self-paced, online mindfulness and meditation offering.



The program can be accessed through the following QR code or link

<https://copper-beech-institute.teachable.com/courses>

The universal sign on for **patients** is:
mindfulondemand@gmail.com, password: mindful1

The universal sign on for **staff** is:
mindfuldemandstaff@gmail.com, password: mindful2

After signing into Copper Beech, please click on the course you would like. As you progress through each course's offerings, please click on each video or link and do not use the "Complete and continue" as this tracks progress that all users will see.

Offered by The Office of Integrative Medicine



Think Possible.
Think Gaylord.

Thank you to our Donors



Gaylord
Specialty Healthcare



Refer A Friend
Employee Referral Bonus Program



Helping fill jobs is **ALL** our job.
Get paid to help.

***REFERRAL BONUS**

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.**

