

Traurig House Awarded The Gaylord Cup



At the September Management meeting Chief Operating Officer Pete Greveling announced Traurig House as the winner of the monthly Gaylord Cup award. Central to their recognition was a letter from the Department of Social Services (DSS) after their annual on-site review. Below is an excerpt from the letter praising the work of the staff and program. To receive this type of feedback from DSS or any state agency is unprecedented and speaks to the impact of the Traurig House program.

“Each year, the most inspirational part of my visit is seeing the handprint board grow with each client

who completes their rehab journey. It’s a powerful symbol of progress and hope. This year, I was also thrilled to see the new ‘Recognize the Star’ board. It’s a wonderful opportunity to celebrate the hard work and dedication of your employees, showcasing their commitment and achievements. Both elements truly highlight the spirit of growth and excellence. Thank you for your continued partnership in supporting our community’s most vulnerable populations.”



In his praise of Traurig and its staff, Pete also noted that they have been operating at a full census for several weeks. Congratulations Team Traurig!

FYI

Our Values are

Integrity

Compassion

Accountability

Respect

Excellence

FYI DEADLINE

The deadline for the next FYI is Friday, October 11.

Email: publicrelations@gaylord.org



What does a new mandatory self-review during your appraisal process mean?

The opportunity to showcase your hard work, share your vision, and pinpoint where you wish to grow! Mitch Podob explains more in this video:



Employee Self-Assessments

October 1 - 15

This is the time of year when we reflect on our goals, accomplishments, and areas of growth and prepare for thoughtful conversations with our managers about our performance and career aspirations. By completing your self-assessment, you are taking the first step to maximizing this development opportunity.

- Check your UKG inbox for the action item: **Self-Assessment: 2024 Performance Review**
- Complete your self-assessment in UKG and submit it by **October 15**.
- **Self-assessments are mandatory!** Everyone needs to complete one.
- The self-assessment process for UKG closes at the end of the day, **October 15**.
- If you have any questions about the self-assessment process, please reference **All Things UKG/UKG Resources** on Gaylord's Intranet or in **UKG/Talent Management** or reach out to your HRBP.



Employee Flu Vaccine Program



Our Mandatory Employee Influenza Vaccine Program will kick off on **Monday, October 14, 2024**

Gaylord Hospital will be partnering with Griffin Hospital to facilitate employee flu vaccine clinics this year at our Wallingford campus and all off sites. High dose flu vaccines will also be available for those 65 and older. Infection Prevention will not be administering any flu vaccines as Griffin Hospital will accept all

insurances including Medicaid and Husky.

Please note you can also choose to receive your influenza vaccine at your local retail pharmacy or through your medical provider and then submit your documentation following the steps below:

1. Attach to a cover sheet. Sending over without a cover may cause delay in getting you marked off non-compliant list.
2. Write legibly.
3. Send over electronically to the fluvaccine@gaylord.org email-you can ask your department supervisor to assist with this if needed.
4. Do not just leave documentation on Stephanie Wallace or Sonnia Belcourt's desk as your documentation may get lost or we need to reach your with questions.

2024 Flu Vaccine Schedule

Day of the week	Date	Time	Location
Monday	10/14	6 am-11am	Brooker Lecture Hall-Gaylord
Thursday	10/17	2 pm-5 pm	Brooker Lecture Hall-Gaylord
Monday	10/21	12 pm-2 pm	North Haven
Tuesday	10/22	12 pm-1 pm	Cheshire
Tuesday	10/22	2 pm- 3 pm	Cromwell
Wednesday	10/23	10 am-12 pm	Brooker Lecture Hall-Gaylord
Thursday	10/24	12 pm-1 pm	Madison
Friday	10/25	6 am-11 am	Brooker Lecture Hall-Gaylord
Thursday	10/31	2 pm-5 pm	Brooker Lecture Hall-Gaylord
Friday	11/8	10 am-12 pm	Brooker Lecture Hall-Gaylord
Tuesday	11/12	8 am-12 pm	Brooker Lecture Hall-Gaylord- LAST DAY of FLU CLINICS

The last day for submission of any flu vaccine documentation will be Friday, November 15, 2024

SCHEDULING FLU APPOINTMENTS

In order to facilitate the smooth operation of the flu clinics please carefully read and follow steps below

1) Schedule your appointment by clicking on the link below

<https://outlook.office365.com/owa/calendar/GaylordFluVaccineClinic@griffinhealth.org/bookings/>

1. Select a flu clinic nurse from the top
2. Select a date
3. Select a time
4. Add your name and email address
5. Add other data to remaining fields
6. Hit BOOK at the bottom
7. You'll receive a confirmation email and option to add to your calendar

2) Prior to your appointment

1. Make a copy of your insurance card-front and back
2. Make a copy of your driver's license or state issued picture ID-front and back
3. If you have access to flu consent form-complete prior to your appointment. **WRITE THE NAME OF THE DEPARTMENT YOU WORK IN AT THE TOP OF THE FORM.**

3) Once arriving at your scheduled appointment

1. Check in with nurse
2. Hand copies of your insurance card and driver's license or state issued picture ID
3. Hand your completed flu consent form otherwise complete one in the moment- **WRITE THE NAME OF THE DEPARTMENT YOU WORK IN AT THE TOP OF THE FORM.**

4) After receiving your flu vaccine

1. Nurse will sign your triplicate flu consent form and keep yellow copy
2. Take a picture of the signed flu consent form- the top white copy. This will be your access to a copy of your flu documentation if you should loose actual form
3. Hand white copy of triplicate flu consent form to Gaylord employee stationed near entrance/exit
4. You keep the pink copy of the flu consent form



Brain Injury Alliance
CONNECTICUT

Join the Gaylord team at the BIAC Walk for Thought

Sunday, October, 20

Northwest Park, Manchester

Contact Taylor Devine for more information

(203) 741-3468

Jeans for Charity: Friday, October 4



The featured organization is:

Gaylord's EX4L Program

[Click here to learn more.](#)

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.

2025 Benefit Open Enrollment To Begin On October 23



It's that time of year again! Open Enrollment for 2025 Gaylord benefits will occur from Wednesday, October 23

through Wednesday, November 6.

During this period, employees will be able to change their coverage, cancel coverage and add or remove dependents. This goes for medical, health savings accounts, dental, flexible spending accounts and any voluntary benefits.

If you won't be making changes to your coverage this year, then there's nothing that you need to do.

There will be an open enrollment presentation meeting via Zoom on Friday, October 18 at 12:10 p.m. There will be an open enrollment fair on Monday, October 21 from 11 a.m. - 3 p.m. in the Brooker Lecture Hall.

More information and a link to the ZOOM meeting will be provided soon. For more information, contact Human Resources at extension 2824.

October	November	December
National Physical Therapy Month	Jeans for Charity November 1, 15, 29	Giving Tuesday December 3
National Case Management Week	Halloween Parade October 31	
National Respiratory Care Week	Employee Giving Campaign Kick-Off October 31	Jeans for Charity December 6, 20
National Pharmacy Week	Blood Drive November 11	
Infection Prevention Week		
National Patient Account Management Week		
Healthcare Quality Week		

Compliance Corner

Gaylord is committed to full compliance with all applicable laws, rules and guidelines. Remember: Compliance is everyone's responsibility!

Know and follow the rules.

Know and follow the letter and the spirit of applicable laws as well as Gaylord's rules, policies and procedures.

Think and act ethically.

Follow our ethical standards and those of your professional organizations.

Keep it confidential.

Handle all Gaylord information, especially patient information, in ways that meet applicable laws.

Avoid gifts.

In general, you cannot accept gifts, favors, benefits or services—especially in return for preferential treatment or patient referrals.

Bill accurately.

Document and bill for the care provided—and be timely.

Be a good colleague.

Act with honesty and in good faith in all matters. Don't engage in discriminatory, harassing, retaliatory or inappropriate behaviors.

When is doubt, point it out.

If you think or discover someone isn't following our Code of Ethic, promptly notify your manager, the Compliance Officer or any member of the Management Executive Team.

Please contact Sue Stango, Compliance Officer, (x2725) with any questions or concerns.

You may also call the confidential Compliance Hotline at (203) 679-3537.

Message from Information Technology:

We would like to remind everyone about the importance of logging out of applications on our shared computers.

To protect our data and ensure privacy, please remember to **log out** of any applications after completing your work on shared computers. This small action helps safeguard sensitive information and creates a better experience for the next user.

UKG and Outlook Web Access
Log out of these applications after completing work on a shared computer.

Meditech Expense
Click on **suspend session** after completing work on a shared computer.

Thank you for your cooperation in maintaining a secure working environment.



January 2025	February	March	April	May
Happy New Year	National Heart Month	National Nutrition Month Brain Injury Awareness Month	Occupational Therapy Month	National Nurses' Week National Hospital Week

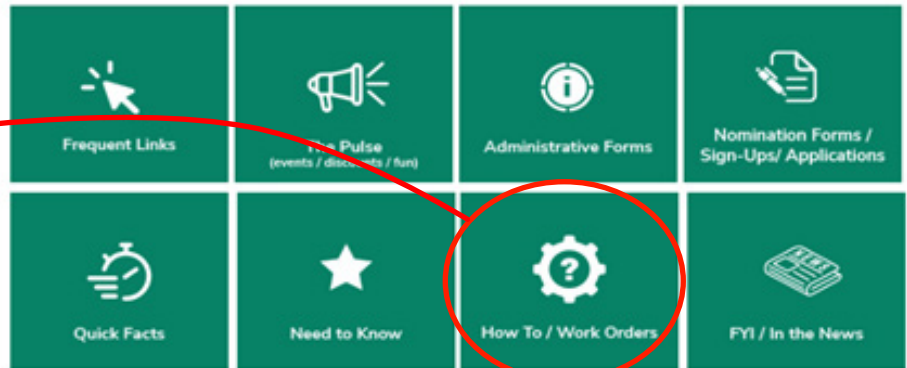
Have a request for Marketing? Use the JIRA platform to submit!

Here's how:

JIRA is located on Sharepoint and is Gaylord's portal for all marketing requests. Once you submit a project in JIRA, it will be sent to the marketing team and assigned to a staff member.

How to find JIRA:

- Go to Sharepoint, which is Gaylord's Intranet page
- Click How To/Work Orders
- Click JIRA (first link)
- You will need to sign up if you don't have an account



Signing up:

- Click Sign up
- Enter your email
- A link will be sent to your Gaylord email
- Click link and fill in "Full name" and choose a password.

Using JIRA:

- Click the appropriate option, depending on your request
- Follow steps
 - Name and extension
 - Name your task title: (example: Outpatient Pulmonary Breathing Tips - flyer needed)
 - Make sure to add specific instructions for your request
 - Add deadline/due date for marketing request
 - Add any attachments, such as logos, that you may need to add to marketing material
 - Click send
- You will receive a generic confirmation email from Jira@gaylord.atlassian.net

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.



**NON-CARVING
PUMPKIN
CONTEST**

**Gaylord
Specialty Healthcare**

**PUMPKIN PICK-UP
CAFETERIA**
October 7 - October 16
10 am - 1:30 pm

Check out the intranet/PULSE for more information.

R.I.P.

**Teaching
KITCHEN**
LEARN • COOK • ENJOY

Gaylord Café

sign-up today!
learn tips & tricks about mindful cooking w/ Chef Gabe & Meghan Zampedri, RD

**12 participant seats available
October 16th @ 1:00pm**

please contact Meghan Zampedri at mzampedri@Gaylord.org to register






**Why are
clean hands
still important?**

#GlobalHandwashingDay
www.globalhandwashing.org



October 15 is Global Handwashing Day, a global advocacy day dedicated to increasing awareness and understanding about the importance of handwashing with soap as an effective and affordable way to prevent diseases and save lives.



Former Traurig Residents Donate to Meriden Shelter

A huge thank you to our former Traurig House residents for making generous donations of toiletries, hygiene products, clothing, etc. at our annual Traurig alumni picnic. All donations were graciously accepted at David J. Dudley, New Beginnings Emergency Shelter located in Meriden, CT



CORKS & FORKS



On September 19, Gaylord welcomed over 250 friends, supporters, and community members to our 2024 Corks & Forks event. The event was a big success, with more than \$100,000 raised for Gaylord's mission to provide exceptional care to our patients.

Thank you to our sponsors, donors, guests, colleagues, and everyone who made this event possible.

[Click here to check out the event photos.](#)



Sonja LaBarbera Named to "Power 25 Healthcare" List



Congratulations to Sonja LaBarbera on being named to Hartford Business Journal's "Power 25 Healthcare" list. This list identifies leaders who play significant roles in addressing industry challenges.

The HBJ says Gaylord "has been undergoing a transformation" under Sonja's leadership, citing the new Institute for Advanced Rehabilitation, Connecticut's first psychiatry residency program, a multi-million dollar hospital and campus renovation, and an expanded outpatient footprint among her many accomplishments.

[Click here](#) to learn more about Sonja and our region's healthcare leaders.



American Red Cross

BLOOD DRIVE

Sponsored



MONDAY
NOV. 11
9 AM - 3 PM
BROOKER BUILDING

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

Thank You Volunteers

The 2024 United Way National Day of Caring was a great success! Gaylord employees volunteered with Wallingford Center Inc. through the United Way of Meriden, helping to mulch trees in downtown Wallingford. Their efforts contributed to beautifying the area and enhancing the environment. This initiative reflects Gaylord dedication to supporting the local community and fostering partnerships, while making a positive impact on Wallingford's downtown landscape. Pictured here is (L to R) Liz Davis (Wallingford Center Inc.), Kim Tuccitto, Stephanie Zanvettor, Hannah Cox, Dawn Peck, Jim Russo and Scott Jungeblut.



Solarium Dedication

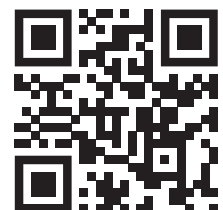
On September 25, the Gaylord team was thrilled to dedicate the Hooker 2 Solarium in memory of Michelle Lanz. Kerry, pictured here, has been a cherished member of the Gaylord family for over 20 years. His late wife, Michelle, was a patient at Gaylord following a stroke and sadly passed away in 2009. After her passing, Kerry generously dedicated his time as a volunteer in our Materials Management Department, delivering packages and supplies throughout the hospital.

We are deeply honored to celebrate Kerry and Michelle's legacy with this dedication as Kerry prepares to relocate to California to be with his family. Thank you, Kerry and the Lanz family, for your unwavering support!



**Did your co-worker
go above and beyond?**

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





Near Misses:

Heroic Efforts From Our Safety-Minded Staff

A near miss is an event that might have resulted in harm but the problem did not reach the patient because of timely intervention by our amazing staff.

The Safety Coaches have selected the Near Miss submitted in July by Lorie Annatone, Medical Assistant in Outpatient Medical Services. While preparing for a Botox injection, Lorie noticed “used” imprinted on the vial. Although the vial appeared intact, Lorie used the **CHAMP tool: Validate and Verify**, then shared her concern with supervisor. The vial was not utilized and concern was ARCC’d up to Director of Pharmacy for further investigation. Thank you Lorie for preventing potential harm to a patient.



The Quality and Safety Department would like to thank the following staff for submitting Near Misses in July:

- Elena Colaci
- Jaime Cassidy
- Kathleen Sullivan
- Lorie Annatone
- Marcia Brassard
- Meghan Chiaraluce

Thank you for Speaking up for Safety!

OCTOBER Service Awards

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

10 YEARS

Sarah Bernardo
Nursing Services

Dawn O'Connor
Nursing Services

Mita Patel
Food & Nutrition

5 YEARS

Sarah Carpenter
Inpatient Therapy

Laura Cretella
Outpatient Services-NH

Olga Lebedeva
Nursing Services

Cyndy Naja-Stfleur
Nursing Services

Rachel Normandy
Radiology

Carmelo Reyes
Respiratory Therapy

Jonathan Stewart
Physician Services

Emily Williamson
Psychology

REMINDER

for all emergencies dial

3399



Research EDucation Development **(REDD)** Series

Product Development

ABOUT REDD SERIES

The REDD Series has been developed to provide staff interested in research with a background in various skills and topics that will help them to get their project started. **These bite-sized informative summaries will be presented in 15 – 20 minutes, or less.**

For more information:

Hank Hrdlicka, hhrdlicka@gaylord.org

Date:

Monday, October 7, 2024

Time:

12:10 p.m.

Location:

Contact jcorbett@gaylord.org for Zoom info

Host:

Socheata Morley of the Milne Institute for Healthcare Innovation

Can't attend live? No worries!

All series sessions will be recorded and made available on the Research Department SharePoint



EMPLOYEE
of the
YEAR



Integrity, Compassion, Accountability, Respect and Excellence



**Has a colleague gone
above and beyond?**

Nominate them today.

Scan the QR code.





Safety Coaching is an important way to build and sustain our Culture of Safety

Safety Coaches are peer mentors, whose job it is to recognize and acknowledge good high-reliability behavior, and to remind staff about opportunities to improve behavior that does not stay true to a culture of safety.

A Safety Coach's job is to help staff remember our CHAMP Safety Behaviors and Tools.

The Safety Coaches are currently looking for new members to represent nursing services. RN, LPN, PCT, MT, and CSA are all welcome! The Safety Coach meeting is 60 minutes long and held once a month. For those who work on the off shifts, or have time constraints, this meeting can be attended via conference call. This is an excellent opportunity to share safety concerns from your department! Please reach out to Evelyn Bykowski X3278 or Sue Stango X2725 if you are interested in joining!

CHAMP Reminder

BEHAVIORS

ASSOCIATED TOOLS

Communicate Clearly

Phonetic & Numeric Clarifications

Hand-Off Effectively

SBAR

Attention to Detail

STAR

Mentor Each Other

**Cross Check / Coach Teammates
ARCC It Up**

Practice & Accept a Questioning Attitude

**Validate & Verify
Stop the Line - "I need clarity"**



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

Respiratory Therapist

\$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.**





Holiday Craft Fair

December 5 • Jackson Lobby • 9 am - 5 pm

To all crafters-

If you are interested in selling your crafts, please contact Georgette MacQuarrie x 2881 or via email at gmacquarrie@gaylord.org. The number of vendors will be limited and will be taken on a first come basis.



Fiducius
A Better Kind of Benefit



Gaylord
Specialty Healthcare

Fiducius Student Loan Financial Planning Benefit

Gaylord Specialty Healthcare has covered the administrative cost of the Fiducius platform to encourage employees to start taking control of their student loans with the guidance and assistance offered by Fiducius.



Begin today by completing the short online assessment.



<https://gaylord.myfiducius.com/login>



STAY ON TOP OF YOUR HEALTH.

There's still time to get rewarded for healthy activities.

[LEARN MORE](#)

It's never too late to get healthy. Or to get rewarded for it. The Gaylord employee Step up to Wellness program rewards you for completing specific healthy actions like the Cigna health assessment, a biometric screening, annual physical exam, and tobacco non-smoker attestation.

To be eligible to earn a premium reduction, the Step up to Wellness action goals must be completed by November 30, 2024.

Get started today. Visit [MyCigna.com](https://www.mycigna.com) → Wellness → View All Incentives to see the required activities you need to complete to earn your rewards.

[LEARN MORE](#)

Flu Documentation Cover Sheet

If you are submitting proof of flu vaccination documentation **NOT** received at Gaylord please complete this cover sheet and submit with your flu documentation.

PLEASE PRINT CLEARLY:

Name of employee -

Position-

Department-

Name of supervisor-

Date flu vaccine received-

Date flu documentation submitted-

After completing this cover sheet, submit it along with flu documentation provided by your provider via email by scanning forms to: FluVaccine@gaylord.org

Please make sure all your submitted documentation is legible and if submitting electronically that it be in **JPEG or PDF only otherwise it will not be accepted.**

Please contact me with any questions.

Thank you,
Sonia Belcourt BSN, RN, CIC
Manager, Infection Prevention