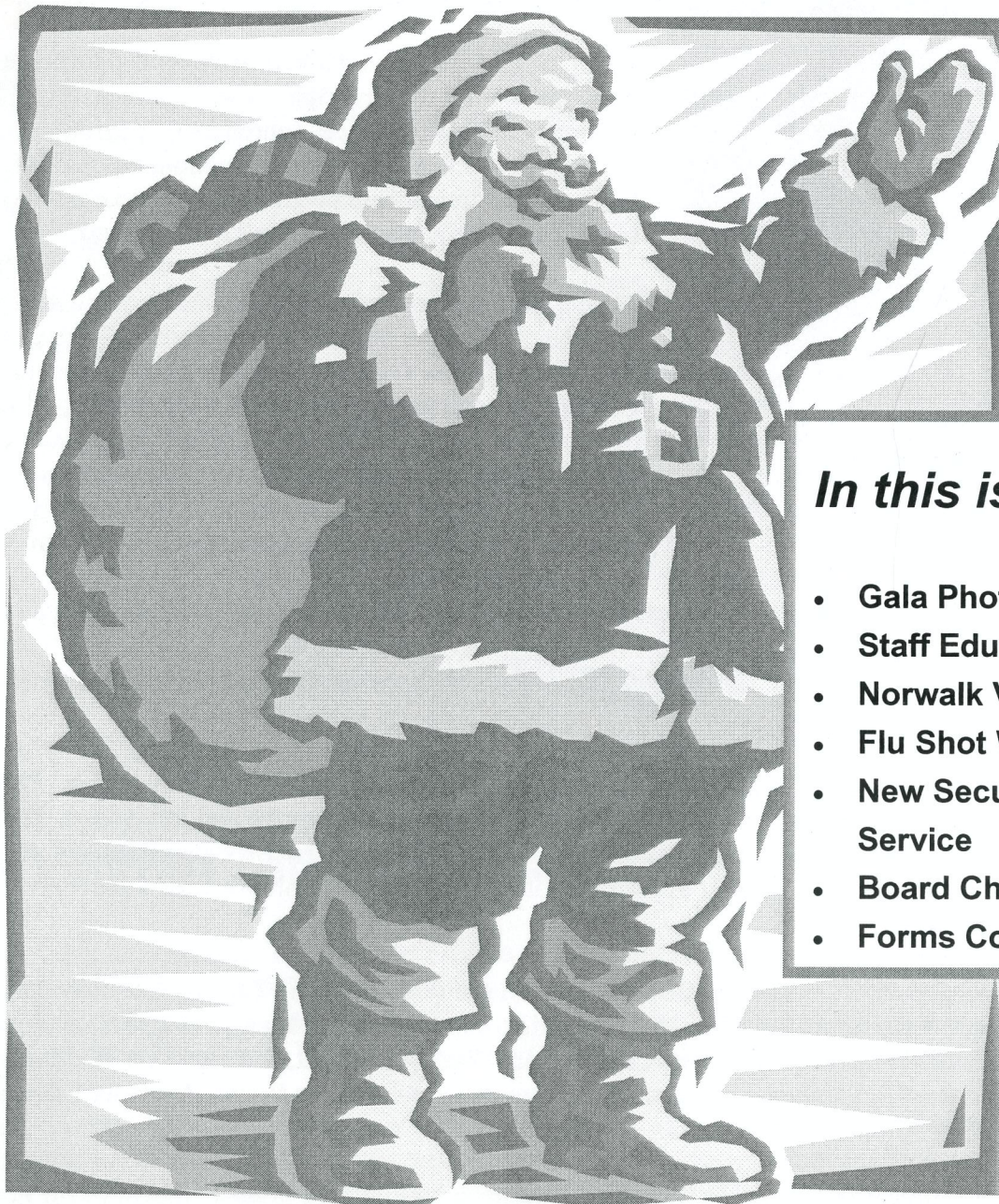


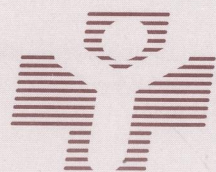
Carewwrite

— Carewest's Newsletter for Staff, Residents, Volunteers and Friends —



In this issue

- Gala Photos
- Staff Education
- Norwalk Virus
- Flu Shot Winners
- New Security Service
- Board Changes
- Forms Committee



Carewest

Excellence and Leadership in Continuing Care

December 19, 2002

A Message from Brenda



Reflecting on 2002



Once again we're moving quickly toward the end of another year. As we prepare to enter 2003 I'd like to reflect on both our challenges and achievements at Carewest.

This past year has been marked by several significant events. One thing that comes to mind right away is the out-sourcing of Corporate Support Services (purchasing, payroll, scheduling, information technology, communications) to the Calgary Health Region. This transfer involved considerable planning but meant significant administrative savings for Carewest.

During the year, several site leaders have changed positions. **Mark Ewan** has taken the reigns for Carewest Dr. Vernon Fanning/Nickle House while **Joan Gilmour** has moved on to become site leader of Cross Bow and George Boyack, replacing **Marg Marlin** who became site leader for Carewest Colonel Belcher. **Bev Rosia** is the new site leader for Sarcee, Signal Pointe and Royal Park replacing **Joan Kowalewski** who is returning to her position of service development leader, a position also held by **Jeanine Kimura**.

This spring will see the opening of Carewest Colonel Belcher. As you can imagine, planning a new care facility is a huge amount of work. This 'first-of-its-kind' integrated care centre will be home to both veterans and community seniors. It's also another example of our partnership with Apex Lifestyle Communities, our partner from the private sector.

Carewest Glenmore Park is well on its way to becoming a rehabilitation and recovery centre. The last of our residents moved during the summer to other locations. Like any major move and renovation, this involved a significant amount of planning and preparation. Thank you site leader **Denise Pacentrilli** and the staff, residents and families of Glenmore Park. As part of the renovations, Carewest Glenmore Park will receive a much-needed cooling system.

This year we said goodbye to board members **Eileen Grant** (Chairperson), **Loreen Gilmour** and **Mike Conroy**. We were fortunate to have had their expertise, enthusiasm and keen interest in Carewest. Our new board members include **Shelley Mabbott** (Chairperson), **Sandy Dougall**, and **Howard Waldner**. Eileen Grant will remain as an ex-officio member to facilitate the transition to the new Board. On behalf of Carewest, welcome aboard!

On behalf of our Carewest Board and Management Partners I would like to wish you and your family a peaceful and happy holiday season. Without a doubt this has been a challenging year filled with change and new developments. Thank you for your hard work, compassion and kindness. As you celebrate this season, please remember to take time for yourself.

*Brenda Huband
Executive Director*

Brendan Matthews of Yellowknife visits the gravesite of an unknown Canadian soldier in France. Photo: Gail Ferris, Veterans Affairs Canada. Brendan Matthews de Yellowknife visite la tombe d'un soldat canadien inconnu en France. Photo: Gail Ferris, Anciens Combattants Canada. www.vac-acc.gc.ca



To/A

Dear Peacekeeper
Thank you for
keeping our
country free
from Alex Exshaw

Postcards from the Heart

Shortly before Remembrance Day in November, students sent postcards to veterans at Carewest Colonel Belcher to express their appreciation for sacrifices made.

The Royal Canadian Regiment, on patrol in Dek embare. / Mission de l'ONU en Éthiopie et en Érythrée : Le caporal Gaetan Roy. The Royal Canadian Regiment, lors d'une patrouille à Dek embare. Photo: DND Combat Camera, MCpl Danielle Bernier / Camera de combat du MDN. cpl. Danielle Bernier. www.vac-acc.gc.ca

Dear Peacekeeper,
Thank you for fighting
for our country. I will
pray for you on Remembrance
Day. You were very, very
courageous and I am very,
very thankful.
-Alexandra M, Grade 5

To/A

Paul Rushfor
Community H
Resource
1509 Center
Calgary AB T

Brendan Matthews of Yellowknife visits the gravesite of an unknown Canadian soldier in France. Photo: Gail Ferris, Veterans Affairs Canada. Brendan Matthews de Yellowknife visite la tombe d'un soldat canadien inconnu en France. Photo: Gail Ferris, Anciens Combattants Canada. www.vac-acc.gc.ca



To/A

Dear Peacekeeper,
Thank you
for helping our
country. We hope
there are no
more wars.
From Thomas Watson

Honour a Veteran This Christmas

In a campaign that began in September of 2001, the Friends of the Colonel Belcher in partnership with the Calgary Health Trust have now reached 78 percent of their "Wall of Honour" goal. Approximately 2500 of 3200 special bricks have been pledged with messages that honour our Veterans. The bricks will become the "Wall of Honour" that weaves through the Legacy Garden in the new Carewest Colonel Belcher that opens May 2003.

"A brick is an ideal Christmas gift for the person who has everything," says Nadine Humphreys of Calgary Health Trust. "For a charitable donation of \$150, you can write a 21 character message that is a lasting and meaningful tribute. The money raised will be used to ensure Veterans have the quality of life they deserve."

For more information, please contact **Nadine Humphreys** today at 943-0607 or visit the Friends of the Colonel Belcher's website at www.focb.ab.ca.

A Message **New Security Service for Carewest**

After analyzing key security needs and reviewing available options, Carewest has decided to purchase security services from Calgary Health Region. The new out-sourced service came into effect on December 1, 2002.

What Security Services Are Provided?

- **On-site security officer** shared by Dr. Vernon Fanning and George Boyack / Cross Bow sites seven days a week. Will have radio contact with and back-up support by fellow security officers.
- **Nightly mobile patrol** at Signal Pointe, Royal Park, Sarcee, and Glenmore Park sites. Will include a complete foot patrol of the perimeter of the building and contact with 'Most Responsible Person'.
- **Urgent mobile patrol response** to all sites (excluding current Colonel Belcher) 24 hours a day, 7 days a week. If you are in imminent danger, call **911**. If you have an unfolding security situation but are not in imminent danger, call the Control Centre at **943-3430**.
- **Closer link between Glenmore Park site and Rockyview Hospital Security Services.** Will make random unannounced visits to the Glenmore Park site and become familiar with grounds, buildings and staff. If you are in imminent danger at Glenmore Park, call **911**. If you have an unfolding security situation at Glenmore Park but are not in imminent danger, call the Control Centre at **943-3430** to access Rockyview Hospital Security Services.
- **Education sessions** with front line Carewest staff conducted by Calgary Health Region Protection Services. Immediate focus will be Personal Awareness Safety and Security (P.A.S.S.) and Introduction to 'Non Violent Crisis Intervention'. (Note: until Carewest can begin scheduling the P.A.S.S. sessions, site management and site health and safety committees will be reviewing strategies for avoiding or minimizing potentially dangerous situations with staff.)
- **Site security audits** conducted by Calgary Health Region Protection Services. Will focus on 'Certified Protection through Environmental Design' and is expected to be completed within a six-month period.

*Debbie Chaisson
Executive Secretary
Carewest Administration*

What Does the New Service Accomplish?

- Assistance with improvement of overall security controls, systems, and practices
- No overall increased cost compared to the current security service
- Tailored service for differing levels of security risk posed by each site
- Deterrent to planned and scheduled criminal activity
- Well-trained, consistent, and dependable security staff
- Timely response to unfolding security situations 24 hours a day, 7 days a week
- Quality training programs to promote staff personal safety and security

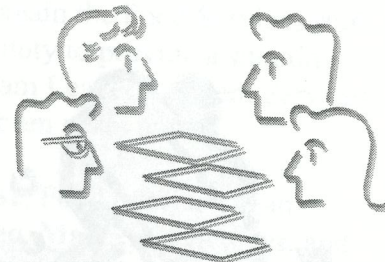
New Committee Opportunity

A Chance to Contribute to Care Equipment Standards

Carewest is seeking interested staff who want to contribute to development of care equipment standards and a consistent process to evaluate models of care equipment such as lifts, tubs, and mattresses. The committee will build on the work of the Program Leaders, Tub Evaluation and Mattress Review committees.

The key objectives for the committee are:

- Develop key criteria for selection of care equipment
- Develop an evaluation process to assess current and new equipment
- Make recommendations for a replacement program



We are seeking representatives from licensed practical nurses, nursing assistants, occupational therapists and Physical Plant Services. Initially, the meetings will be held once monthly. Additional work may be required outside of committee meetings.

Please contact **Nilima Parikh**, Program Leader for Carewest Nickle House and Fanning Centre at 230-6926 if you are interested or for further information. We would like to set up the first meeting in early January so please respond by January 3, 2003.

*Nilima Parikh, Program Leader
Carewest Nickle House and Dr. Vernon Fanning Centre*

2003 Premiums & Contribution Rates

Ann Rutgers, Regional Manager, Payroll

A new calendar year is fast approaching and Payroll would like to inform everyone of the premium and contribution rates for 2003. If you have any questions or concerns, please contact Payroll.

| | | | |
|---------------------------------------|--------------------------------------------------|------------------------------------|----------------------------------------------------------------------|
| Canada Pension Plan (CPP) | Maximum pensionable earnings for 2003 - \$39,900 | Basic exemption remains at \$3,500 | Contribution Rate – 4.95% (maximum contribution for 2003 \$1,801.80) |
| Employment Insurance Premium (EI) | Maximum insurable earnings for 2003 - \$39,000 | No exemption | Premium Rate – 2.1% (maximum contribution for 2003 \$819.00) |
| Local Authorities Pension Plan (LAPP) | | | 4.525% up to \$39,900 and 6.4% over \$39,900 |
| Basic Federal Exemption (TD1) | | | \$7,756 |
| Basic Provincial Exemption (TD1AB) | | | \$13,525 |

Update from the Infection Prevention & Control Department Regarding the *Norwalk Virus*



Norwalk, recently dubbed the 'cruise ship virus', has docked in Calgary. Media reports suggest that more than 1000 Calgarians have been diagnosed with the gastrointestinal virus, including some Carewest residents and staff.

"There have been several cases of Norwalk at Carewest sites and we're following specific outbreak management policies and procedures to control it," explains Mary LeBlanc, Infection Prevention and Control Coordinator for Carewest. "The most important thing everyone can do is wash their hands thoroughly and avoid contact with others if they are sick. We have many visitors during the holiday season and we are strongly encouraging people to delay their visit if they suspect they are not well. This should always be the rule that visitors should follow."

*Divona Herzog, Carewrite Editor
with the assistance of Mary LeBlanc,
Infection Prevention & Control Coordinator*

What is Norwalk?

Norwalk virus and Norwalk-like viruses are a family of viruses that cause gastrointestinal infections. These intestinal illnesses often occur in outbreaks. It was first identified in 1972 after an outbreak of gastrointestinal illness in Norwalk, Ohio. It is found world-wide.

What are Norwalk symptoms?

Symptoms are mild to moderate and usually appear within 24 to 48 hours of exposure to the virus. They range from nausea to vomiting, and/or diarrhea and abdominal cramps. Some people also experience abdominal pain and headache. Symptoms usually last between 24 to 48 hours. **A person with Norwalk is infectious for up to 48 hours after the symptoms are gone. This is why it is so important for staff to stay away for 48 hours after they are better.**

What is the treatment?

Norwalk does not usually require medical treatment but it's important to drink plenty of fluids to avoid dehydration. Fatalities are rare.

How does Norwalk spread?

The virus is spread through direct contact with infected persons and by eating or drinking contaminated food and water. It commonly strikes schools, long term care facilities and cruise ships.

How can you prevent/control it?

Wash your hands thoroughly and frequently with soap and warm water (even if you wear gloves), especially when you enter or leave a care facility. You can supplement your hand washing with the use of alcohol antiseptic products. Anyone experiencing symptoms should avoid working with or visiting the elderly or ill people for at least 48 hours after they are well. Contaminated surfaces should be cleaned then disinfected with household chlorine bleach-based cleansers.



Carewest Glenmore Park Recognizes Volunteers

The Carewest Glenmore Park annual volunteer recognition event was held November 28th and once again the Food Services staff went above and beyond the call of duty to provide a stunning array of goodies. **Kel Czernick**, Team Leader Resident Services, reports they have done this for over ten years now.

Special thanks to **Margaret Brausse**, Food Services Team Leader, **Nila Balagtas**, **Iren Kovago**, **Marie Sanvictores**, and **Felisa Soco** on behalf of our many caring volunteers.

*Patty Rhodes Brink
Recreation Therapist
Carewest Glenmore Park*

*Photo: Nila Balagtas, Iren Kovago,
Marie Sanvictores & Felisa Soco*

'Thank You' from Former Board Members

On behalf of my fellow board members, **Loreen Gilmour** and **Mike Conroy**, I would like to thank Carewest for an exceptional year. It's been hard work but a great learning experience and a lot of fun.

We have enjoyed every aspect of our term with Carewest. During our tenure we've learned a lot about a complex, first-class organization. More than anything though, we've had a wonderful opportunity to observe the dedication and strong commitment of Carewest staff, a truly hard working, compassionate and kind group of people. We've loved taking part in a wide range of functions, everything from picnics and recognition events to accreditation and strategic planning. Thank you to **Brenda**, the Executive Management Team and all of the staff for making us feel so welcome.

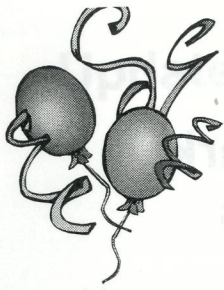
Although our official term as board members has come to an end, I would like to take this opportunity to extend my personal thanks and best wishes to my great team, Loreen and Mike. Loreen is moving on

to chair the Finance and Corporate Accountability Committee with the Calgary Health Region (CHR) and Mike is leaving the Region to work with the Brenda Strafford Foundation.

And finally, I would like to welcome the new Carewest Board: **Shelley Mabbott**, **Sandy Dougall** and **Howard Waldner**. Shelley is a lawyer in Cochrane and has served five years on the Calgary Health Region Board, four as the Board's Vice-Chair. Sandy is a retired banker and has been on the CHR Board for the past four years. He has served as the Chair of the Finance and Corporate Accountability Committee for most of his tenure. Howard is the Vice President and Chief Operating Officer of the Calgary Health Region. I will remain connected to the Carewest Board as an ex-officio member.

Once again, thank you Carewest! Good luck to everyone in all your future endeavours.

*Eileen Grant
Past Chair, Carewest Board*



Carewest Gala 2002

This year's Carewest Gala was fantastic! Over 600 people attended our celebration at the Telus Convention Centre this year. With everyone dressed up for the holiday season, Carewest staff looked lovely indeed. Thank you to the Telus Convention Centre, the Calgary Marriott for serving a delicious meal and to Twilite Music Services for providing the music for our evening.

The Employee Recognition Committee wishes you a Happy Holiday Season and hopes you enjoyed our 2002 Carewest Gala!

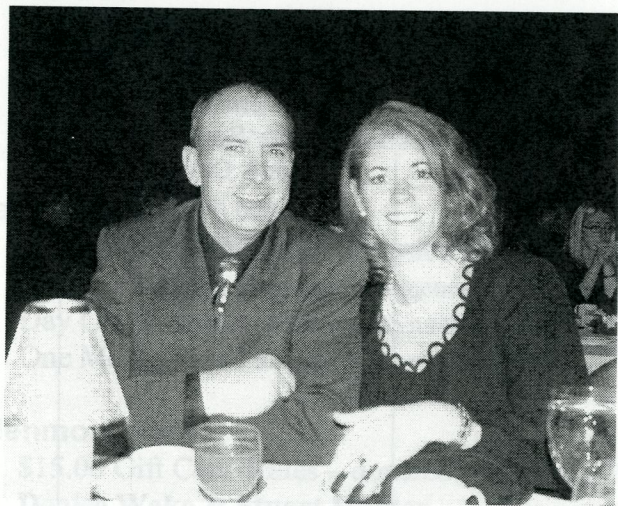
*Roma Zotzman
Employee Recognition Committee*



Employee Recognition Committee

*Back: Cindy Randall, Devon Haydu, Roma Zotzman, George Stonehouse, Marilyn VanSertima, Wendy Farrance; Middle: Dorothy McCreary, Ann Gay, Bonnie Martin; Front: Lorraine Grover
Missing: Debbie Chaisson & Chuck Haughton*





United Way Campaign 2002 Wraps Up

The United Way campaign for the year 2002 came to a close on December 6th with a 'thank you' social held at Carewest Dr. Vernon Fanning for all campaign volunteers. Volunteers from many Carewest sites attended and enjoyed an array of tasty finger foods and beverages prepared for them by the Fanning Food Services staff. **Brenda Huband, Denise Pacentrilli, Mark Ewan, and Annae Jones** (UW loaned representative) joined the group to express their support and appreciation. Brenda congratulated all the volunteers for another successful Carewest campaign that raised a total donation amount of just over **\$25,500**. Brenda also thanked all Carewest employees for their community spirit and generosity in supporting their sites and special fund raising events held throughout the campaign. Many thanks Carewest. You did it again!



Hooray for Carewest's
United Way Volunteers!

Sylvia Sherman
United Way Chairperson

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SARCEE Marion Elliott Rachelle Koch Valerie Wreidt Joan Kowalewski Colleen Snow Marnie Kamplin Bev Smith Jocelyn Palisoc Vicki Davis Charlotte Spring Rhonda Wilks Bonnie Martin Karin Bowie Lynn Douglas | SIGNAL POINTE Sherrie Ference Karen Belich Jennifer Labrecque | COLONEL BELCHER Kelly Clavette Cheryl Wyatt Jayne Coe Penni Leggett Betty Meahan Vanessa Oakes Chris Knowles Julie Dahl Tracey Baraluk | GEORGE BOYACK Clare Cooper Orientia Henry Cary Rondilla Tanis Durnin Donna Russell Jo-Ann Greenlee |
| FANNING/ NICKLE HOUSE Helen Retardo Pam Maitre Fran Ferchau Elaine Lickoch Betty Coderre Heather Truber Christa Crockford Lonnie Konefall Charles Haughton Tara LaPorta Shelley Cheshire Yolanda Dalekos Pauline Crawley Tracey Clark Linda Ferguson Nicole Lafreniere Angie Eggleston Tish Yates | CROSS BOW / ADMIN Darlene Meagher Pam Cameron Jason Kosolofski Valerie Broad Rohini McLean Vinette Morgan Andrea Wooley Kathleen Ouelette Wendy Farrance Rose Doering Harjit Dhaliwal Jean Stern | ROYAL PARK Debbie Hayman George Stonehouse Debbie Young | GLENMORE PARK Lyn Laverty Anne Madge Dorothy McCreary Gwen Nichol Patty Rhodes-Brink Jamjil Baird Margaret Brausse Leta Danganan Kel Czernick |



Winners: 2002 Flu Shot Campaign



Everyone is a winner in a flu shot campaign because when you get vaccinated, you protect yourself and help protect others around you from getting influenza. To encourage staff participation, anyone who got a flu shot was eligible to win some terrific prizes. This year, more than 73 percent of Carewest staff were vaccinated, which is an increase from last year.

“The flu campaign was very successful this year. We made some changes, the most significant biggest being the way we provided the flu shots. Instead of any registered nurse (RN) giving a shot to any employee, we set up a system of designated RNs giving the shots in specialized clinic settings,” says Roxanne McKendry with Carewest Occupational Health and Safety.

Cross Bow

- \$25.00 Gift Certificates – donated by Social Club **Paulette Fornatoro & Amsale Atraga**
- Day Off With Pay **Joyce Judilla**
- One Month Free Parking **Georgette Saltel**

Sarcee

- \$25.00 Gift Certificates – donated by Social Club **Sherry Stone & Bonnie Sturgeon**
- Day Off With Pay **Mark Navasca**
- One Month Free Parking **Cheryl MacNeill**

Glenmore Park

- \$15.00 Gift Certificates – donated by Social Club **Denise Wake & Stuart Hunter**
- Day Off With Pay **Margaret Brausse**
- One Month Free Parking **Darshan Dhesi**

George Boyack

- \$25.00 Gift Certificates – donated by Social Club **Agnes Saporsantos & Jeanette Rempel**
- Day Off With Pay **Clare Cooper**
- One Month Free Parking **Orientia Henry**

Dr. Vernon Fanning

- \$25.00 Gift Certificates – donated by Social Club **Arsenia Ahmed & Tracey Clark**
- Day Off With Pay **Erlinda Cushia**
- One Month Free Parking **Luis F. Escobar**

By Roxanne McKendry
Occupational Health & Safety Advisor
Carewest

Colonel Belcher

- Day Off With Pay **Donna Beasley**
- One Month Free Parking **Peter Bateman**

Royal Park

- \$25.00 Gift Certificates – donated by Social Club **Camille Melvin & Elizabeth Pawelczyk**
- Day Off With Pay **Alan Marles**
- One Month Free Parking **Faye Hank**

Signal Pointe

- \$10.00 Gift Certificates – donated by Social Club **Emilita Oval, Elisa Mabazza, Marisa Kraycir, Mary Maccarl & Mila Valdez**
- Day Off With Pay **Cecilia Suple**
- One Month Free Parking **Cecilia D'mello**

Nickle House

- Day Off With Pay **Kim Dufoe**

Admin Centre

- Day Off With Pay **Charlene McBrien-Morrison**
- One Month Free Parking **Janice Court**
- \$25.00 Gift Certificate – Dolce Vita **Nancy Redjepi**

Grand Prizes

- \$100.00 Cheques
Mercy Matthews – Signal Pointe
Elena Leger - Sarcee
- Backpack – donated by Aramark
Blanca De Riviera – Sarcee Housekeeping

Education Update

A suggestion was made at one of **Brenda Huband's** Town-Hall Forums to have a regular staff education update. Thank you to who ever made that suggestion, as it is a wonderful opportunity to highlight the education sessions we have booked for the coming weeks. We plan to make this a regular feature in future editions of *Carewrite*.

Mollie Cole
Team Leader
Education Services

Orientation Week

Orientation will be Monday January 13, 2003. During orientation week new staff attend "Day One" where they hear an overview to Carewest and all the services we provide. They have presentations from the Wellness Department, Scheduling, Infection Prevention and Control. Our Education Associates Corina Grover and Nichole Pardell (nee Boone) provide an orientation to the mandatory education topics: emergency codes; Protection of People in Care; WHMIS, etc.

On Tuesday January 14 from 12:30 pm to 3:15 pm (at Fanning Center Conference Room #2) we offer the new licensed practical nurses (LPNs) and registered nurses (RNs) an overview to our medication delivery system and an orientation to processing physicians' orders and a review of Health Information Act and Blood and Body Fluid expose procedures.

On either Wednesday or Thursday of orientation week we offer a full day classroom orientation to documentation and clinical skills review. Exactly where and when we offer this day depends on the number of new staff we hire and where they will be working. All our Education Resource Nurses teach this content.

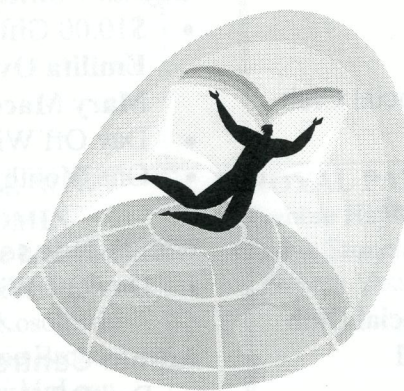
If any of you would like a refresher on any of this information, please contact Jen Schulz, Education Services Secretary at 267-2910, but please first talk with your Program Leader if you want to be paid for attending.

Education Sessions

Program Education. Each month we offer either Lifestyle Choices or Supportive Pathways education. January we will offer Supportive Pathways on Tuesday January 21 (part 1) and January 28 (part 2) both at Signal Pointe. If you work in this program and have not attended these sessions yet, PLEASE discuss this with your Program Leader.

Pain as the Fifth Vital Sign is a 30 minute session for all care staff offered by Kathleen Davidson from the region. This session highlights the importance of assessing pain in the residents, including those with dementia. In January Kathleen will be coming to Sarcee and Royal Park (on the 9th) and Fanning (likely on the 10th). These sessions will be held on the units, so check for posters in your sites for the exact locations and times.

Safe Food Handling. ALL Care staff who have ANYTHING to do with helping residents eat, or who handle food preparation on the units (e.g., cookie making) need to attend this two-and-a-half hour session offered by Environmental Services from the region. Food Services staff also need this session. We have booked the following sessions: January 16 at Fanning; January 17 at Cross Bow; January 30 at Sarcee and possibly January 31 at Glenmore. All these sessions will be from 1:00 pm to 3:30 pm. Please book with Jen Schultz (267-2910) to attend this session (again, after talking to your Program Leader).



Education Sessions (cont'd)

Cooks and staff who run meal preparation programs for residents need to attend the two-day **'Section 43 Food Safe' Course**. This course costs \$100 and you register by contacting Environmental Health at 943-8030. Discuss this more in-depth course with your leader prior to registering.

Outbreak Management. Okay, sometimes you plan education that is 'too late' for real life. In October, we thought January might be a good time to have Mary LeBlanc offer sessions for staff on "how to recognize and manage an outbreak". This content should have been covered earlier this year (we promise to be do better next year!). There will be three in-services offered in January. Keep an eye out for posters with the 'where and when' details.

Personal Safety. Comprehensive Community Care (C3) will be offering a session on personal safety on January 16 offered by Calgary Police Service from 2:00 pm to 3:30 pm at Sarcee. Although this session is geared primarily to staff from C3 who provide care in residents' homes, there may be some space for other Carewest staff who also go to people's homes for in-home assessments. Please contact Jen Schultz (267-2910) to register for this session.

For the rest of our staff, starting in January we will arrange regular **Personal Awareness and Safety and Security (PASS)** sessions. These will be offered by our new security company and will focus on being aware of your personal safety and what you can do to stay as safe as possible. Check for posters at your sites for dates and locations.

Team Effectiveness. Each of our care service teams has experienced a significant change in staff during the month of November. To help teams re-establish themselves, we have produced a 'team barometer' to help teams track their progress through the stages from 'forming' and 'norming' to 'storming' and 'performing' (and hopefully not too often, but, 'mourning' as staff leave teams).

Program Leaders will be covering the content of the Team Effectiveness sessions with the staff on their teams in small doses at each of their team meetings. This way we help teams work together and offer the new staff the content in 'small pieces' and the 'old-timers' get a chance to review some team-effectiveness content.

Palliative Care Team and Pharmacy will continue their **'Core Curriculum'** series in January (dates and locations are being finalized).

Site Specific Education. Each month the Education Resource Nurses arrange in-services at the sites to address the learning needs of the staff. In January look for sessions in your sites on Blood Glucose Monitoring (RN and LPN); Hypodermoclysis (RN and LPN); Blood Pressure Reviews (NAs) as well as a multitude of other interesting topics. Check for posters on upcoming coming education sessions as well as the Education Calendar that is posted each month for your site.



Carewest Forms Committee

Did you know that Carewest has a Forms Committee? This committee was developed to regulate and oversee form development and maintenance throughout Carewest. The committee meets every few months and here are just some of the things that the Committee does:



- Assists Carewest staff to develop new forms that support charting/documentation and helps aid discussion across the many specialty areas to ensure we are not duplicating the data collection process.
- Ensures a standard design for all forms. These include things like the Carewest Logo and the use of plain language.
- Ensures that legal and legislative requirements are met (e.g., the *Health Information Act*).
- Monitors the ordering, distribution and warehousing of our forms. By partnering with Data Business forms we can better monitor forms usage and distribution to ensure the most cost effective process for Carewest. All of the ordering is done via the Internet and this enables the user to monitor and track their orders at any time.
- Regularly reviews the catalogue of forms to minimize duplication and to ensure forms are reviewed at least annually.

How Do You Create or Revise a Form?

1. A unit or service area creates a form to support care or service process.
2. They get feedback from staff who will be using the form (sometimes the draft form is trialed for a period of time to work out any problems/issues).
3. Form is forwarded to the Forms Committee.
4. Form is reviewed by the appropriate group (e.g., Rehab and Recovery forms are reviewed by the Rehab & Recovery Committee) and the form is assessed for any impact to policies or services.
5. Information Management reviews the form for any privacy or legal issues.
6. Forms Committee reviews the form and approves if appropriate.
7. Committee goes to DATA to produce a proof.
8. Proof is approved by the unit or service area.
9. Form is put into warehouse and is ready for ordering.

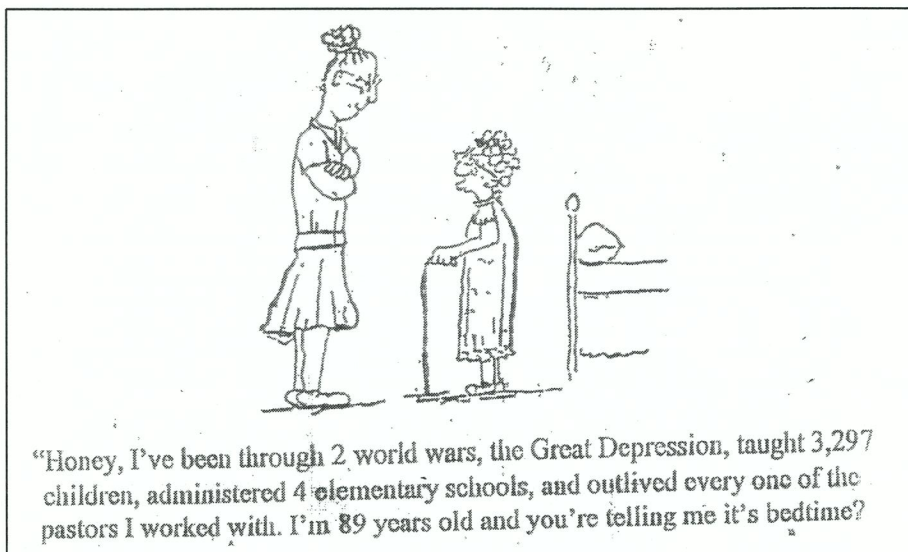
If you have any questions in regards to the Committee or forms in general, please refer to policy AM-04-03-15 or contact any of the Forms Committee members: **Charlene McBrien-Morrison, Frank Allsop, Jacqueline Albers, Mollie Cole, Joan Kowalewski, or Linda Margetak** (Calgary Health Region Purchasing).

*Charlene McBrien-Morrison
Leader, Information Resources
Forms Committee Chairperson*

Signal Pointe and Glenmore Park Share an Idea and a Laugh

While visiting Carewest Signal Pointe, I enjoyed reading their 'humour board'. Always one to enjoy a good laugh, I decided to institute it here on the Rehabilitation and Recovery Unit at Carewest Glenmore Park. It has been a year now and a huge hit with patients, family members, and staff. Thanks to the staff at Signal Pointe for the idea and Carewest bus driver **Carol Webber** for her consistent contributions.

Carewest Signal Pointe's humour board started as a staff wellness initiative. Posted by the staff room entrance, it's enjoyed by everyone on the site. "A colleague and I read the submissions before posting them, just to make sure they're in good taste," chuckles **Carea Perella**, Admin Assistant. "It's great that so many people participate!"

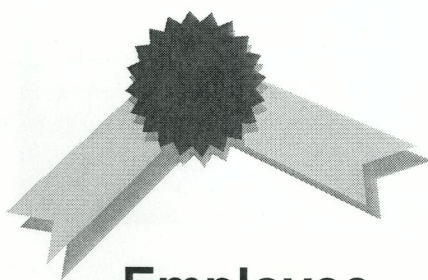


*Karen Williams
Recreation Therapy Aide
Carewest Glenmore Park*

Wanted: Swim companion for young man on 1 East at Carewest Dr. Vernon Fanning, beginning in the new year. Please contact Annette at 230-6988.



*Annette Peal
Social Worker
Carewest Dr. Vernon Fanning*



Employee Recognition Program

*By Roma Zotzman
Employee Recognition Committee*

Congratulations to the Carewest employees and teams who were nominated through the Employee Recognition Program and won the draw last month.

Sam Adu-Darko - Administration
Caroline Marti - Cross Bow
Luba Wilson - Sarcee
Michelle Jensen - Glenmore
Team on 4th Floor - Boyack
Shelley Cheshire - Fanning
Mike Socholotuk - Colonel Belcher
Madonna Volante - Royal Park
Sandy Kooistra - Signal Pointe
Debra Moss - Nickle House

Three Events in One

Huntington Society

1. New Year Kick Off Party
2. Volunteer Appreciation Event
3. From Bench to Clinic to Bedside –
An Update of Research Progress by
Dr. O. Suchowersky

Date: Saturday, January 25th, 2003

Time: 6:00 pm

Location: Fraternal Order of Eagles #2098
9305 – 5 Street SE

Contact: Loretta Young at 284-5651/
hdrc2@telus.net

This will be a pot luck event. Come out and enjoy some food, fun, music (guest artist) and learn about recent developments in HD research. There may be more going on than you think!

January Carewrite Schedule

Submission deadline: January 20
Publishing date: January 31

Memory Problems – Could It Be Alzheimer Disease?

Alzheimer Society

- Monday, January 20th: 1:30 pm – 2:30 pm
Nose Hill Library
- Tuesday, January 21st: 7:00 pm – 8:30 pm
Village Square Library
- Wednesday, January 22: 7:00 pm – 8:30 pm
Fish Creek Library

Further information: 290-0110

Is someone you know having problems with their memory? Are you wondering if this is Alzheimer Disease? Identify warning signs and learn more about this issue. The Alzheimer Society of Calgary has an Education and Support team in place to answer questions or meet with you to assist in any way possible.

These free sessions are offered as part of Alzheimer Awareness Month in January.

Update

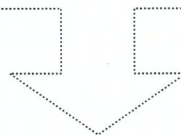
Carewrite is produced monthly. We welcome your submissions.

Please contact Divona Herzog

Phone: 254-1672 Fax: 256-2148

Email: CarewriteSubmissions@calgaryhealthregion.ca

Please send photos to Veronica Scott of Communications through interoffice mail.



Carewrite

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