

Pace Medical attended Job Fairs in both Lebanon and Eugene in April and received many new applicants, and let more community members know that Pace was out there and ready to help them with their staffing issues.



ANNE AND NORMAN
AT A JOBFair IN EUGENE.



UNSCRAMBLE *The Words Below*

- | | |
|---------------------------|-----------------------|
| 1. tahrc _____ | 11. spmstomy _____ |
| 2. sndrestie _____ | 12. entincofi _____ |
| 3. orhye _____ | 13. fsyeta _____ |
| 4. iaelmdc _____ | 14. neehgy _____ |
| 5. onrdtairmnsiia _____ | 15. aixluiayr _____ |
| 6. pirnoistrepc _____ | 16. peorniscatu _____ |
| 7. otcdro _____ | 17. ahceertt _____ |
| 8. rtydiendhoa _____ | 18. sabteionrvo _____ |
| 9. rciavyp _____ | 19. hobiearv _____ |
| 10. tnntlfaiiedcoiy _____ | 20. fiertiedc _____ |

Name: _____ Date: _____



Submit the correct unscrambled words to Teri at Pace Medical Staffing and you can win **\$5!**

June 2007

Pace Medical Staffing
Bend (866) 718-2923
Eugene (877) 223-7223



PACE MEDICAL STAFFING

Attendance Policy Review



BY NORMAN
KIRTLEY

Pace Recriter, Eugene

I would like to use this opportunity to address and clarify the Attendance Policy and also speak about the importance of communication. As a premier medical staffing company Pace Medical strives to provide the best services possible. This consequently translates into very high expectations for our employees. We are proud to have a wonderful team that makes our company a quality recourse for our clientele. We wish to continue offering only the best, so I thought it would be helpful to go over a few fundamental rules.

As in your daily life, it is essential that you arrive at work on time. It never hurts to be a little early, we recommend 10 to 15 minutes to account for variations in work locations. It also gives a much better impression to your employer if you are at your work location and ready to start your shift, instead of flying into the door the minute your shift is supposed to begin. Give yourself few minutes to adjust to being at a work place.

Keep our phone numbers handy, so you can easily find out what your schedule is. To ask any questions about your shift times, always turn to your staffing coordinator at your nearest Pace Medical Staffing office. Shift starting times may vary from facility to facility. If circumstances arise which force you to be more than 5 minutes late, we ask you call the Pace Medical Staffing office or the on-call staffing coordinator as soon as possible, and he/she will notify the facility of your late arrival. You do not need to call the facility, you need to call us. It is very important that Pace is made aware of your tardiness as it is our job and our responsibility to communicate that to the suitable authority at your work place. By properly communicating your schedule conflicts to Pace Medical Staffing in advance, you are showing the professionalism we promise to our clients. So – if you are running late (it happens) - call us and let us know the details. We will take it from there.

Let's talk about the really serious violations with equally serious consequences. There are certain actions that we at Pace cannot overlook, as these cause damage to our reputation and our professional image, and eventually hurt our client relationships (less clients, less work!). As the employee handbook indicates

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SCHEDULING

ISSUES?

RUNNING LATE?

CALL US AND LET

US HELP!

TALK TO US!



2955 N HWY 97, STE B
BEND, OR • 97701
BEND - 866-718-2923
EUGENE - 877-223-7223



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Smile!

Please send or email an updated pictures of yourself for our Pace files. We like to put a face to the name of our employees.

Rules of Handwashing

- Wash your hands under warm running water.
- Stand away from the sink. Do not let your hands touch the sink. The sink is contaminated.
- Hold your hands and forearms lower than your elbows throughout the procedure. Your hands are dirtier than your elbows and forearms. If you hold your hands and forearms up, dirty water runs from hands to elbows. Those areas become contaminated.
- Rub your palms together to work up a good lather. The rubbing action helps remove microbes and dirt.
- Pay attention to areas often missed during handwashing: thumbs, knuckles, sides of the hands, little fingers, and under the nails.
- Clean fingernails by rubbing the tips against your palms. Also use a nail file or orange stick to clean under fingernails.
- Check agency policy for how long to wash your hands. At least a 10-to 15-second handwash is required. Wash your hands longer if they are visibly soiled with blood, body fluids, secretions, or excretions. Your judgment is important.
- Dry your hands starting at the fingers and working up to your forearms. You will dry the cleanest area first.
- Use a clean paper towel for each faucet to turn off water. Faucets are contaminated. Using paper towels prevents clean hands from becoming contaminated again.
- Use a lotion after handwashing to prevent skin chapping and drying. Skin breaks can occur in chapped and dry skin. Remember, skin breaks are portals of entry for microbes.



Handwashing Procedure

1. Make sure you have soap, paper towels, orange stick or nail file, and a wastebasket. Collect missing items.
2. Push your watch up 4 to 5 inches. Also push up uniform sleeves.
3. Stand away from the sink so your clothes do not touch the sink. Stand so the soap and faucet are easy to reach.
4. Turn on the faucet. Adjust the water until it feels warm and comfortable.
5. Wet your wrists and hands thoroughly under running water. Keep your hands lower than your elbows during the procedure.
6. Apply about 1 teaspoon of soap to your hands.
7. Rub your palms together and interlace your fingers to work up a good lather. This step should last 10 to 15 seconds.
8. Wash each hand and wrist thoroughly. Clean well between the fingers. Clean under the finger nails by rubbing the tips of your fingers against your palms.
9. Use a nail file or orange stick to clean under the fingernails. This step is necessary for the first handwashing of the day and when your hands are highly soiled.
10. Rinse your wrists and hands well. Water should flow from the arms to the hands.
11. Repeat steps 6 through 10 if needed.
12. Dry your wrists and hands with paper towels. Pat dry starting at your fingertips.
13. Discard the paper towels.
14. Turn off faucets with clean paper towels to avoid contaminating your hand. Use a clean paper towel for each faucet.
15. Discard paper towels.



NEWS from Eugene

The Eugene office has been pretty busy the past few months. I would like to thank Annie Jones for all her hard work the past few months down in Ashland. Linda Vista has made numerous compliments about Annie and all of the other staff that we have sent them. Creswell Care Center has also complimented us on the quality of staff that we send them, saying that we are far better than our competitors. We also have had several staff

members working over on the coast. I would like to thank all of you for making Pace Medical Staffing a great company.

We are really concentrating our marketing efforts towards Hospitals and Clinics from Salem to Ashland. We will continue to also add more LTC clients as we go.

Bring on more staff and receive a bonus after they have completed 100 hours in 60 days.

Great Job! BONUS RECIPIENTS

March

Jon Gravatt
Inez Jones
Greg Morris

April

Inez Jones
Charlene Scott
Lana Trawallay

May

Linda Cain
Inez Jones
Lana Trawallay

EMPLOYEE of the Month

Who made employee of the Month for May at Holy Rosary? **VALORIE DAVIS!** This is quite an honor for Valorie as she was nominated by her fellow employees.

She let us know that she was extremely pleased and honored. Congratulations Valorie! We at Pace are very proud of your achievement and want to thank you for your hard work and dedication. Keep up the great work!



(section 4.1), you will face possible termination if you are absent without notifying the Pace Medical Staffing's staffing coordinator. Another scenario with similarly severe possible consequences would be if you are denied permission to take a day off and proceed to be absent. It is simply not ok to bail on your shift for any reason without giving the proper notice to your – yes, you guessed it – staffing coordinator. What is a proper notice? If you are unable to make your shift, you must call in at least six hours prior to your scheduled shift. Again, we at Pace cannot tolerate unannounced absences, because our clients rely on us and hold us accountable for the work force we supply. Once you have booked a shift you are responsible for working it and if you cannot make it, you need to let us know (6 hours ahead!).

Almost done. Outside of wanting you to be on time and showing up for work (yeah, we know. Some tough criteria, huh?) we also need to take in consideration the frequency with which you excuse yourself from your shifts. Stability matters to our clients, therefore it matters to us. Please take the time to read your employee handbook and educate yourself on the subject of excessive absences. We assess your attendance periodically, so do expect the possible "carpet talk" (or worse if repeated) if you are more absent than present at your workplace. Our function is to accommodate our clients, as well as our employees. We can't do that without a set of rules, but we also understand that life can get complicated. You may be able to avoid being regarded as tardy by discussing such issues in advance. We cannot fix problems, if we don't know about them.

If you should take away only one thing from this article, let it be the understanding of how important and crucial communication is. Communication is very essential to everyone and it is the basis of a good working relationship. If you don't want to be on call, please call us and let us know, so that we aren't spinning our wheels trying to fill shifts. Prompt response to our scheduling requests is greatly appreciated. Call us when you are late, call us when can't make your shift (6 hours prior) or when you need to change your shift and call us to just say hi if you want to. The good people at Pace Medical Staffing are by the phones and all it takes to avoid trouble is to make a phone call.

Welcome!

We would like to recognize 3 new employees out of the Eugene office:

Tom Graham, Jami Leary and
Sindy Millican-Crunk all CNA's,
welcome to Pace Medical Staffing!