



# Summer Su Casa

June 2014

## For Your Benefit

Some employees are unaware of their Extended Sick Leave (ESL) benefit. ESL offers accrued paid time off hours that are designed to provide eligible employees with income during absences lasting longer than five days due to a major illness or injury. ESL accrues separate from, and in addition to, PTO.

Eligible employees accrue 2.1 hours per pay period (pro-rated at .0263 hours for each hour worked for part-time employees) following two (2) years of continuous employment in a benefit eligible job classification (full-time or part-time 20+ hours per week)

To use extended sick leave account, your absence must be due to illness or injury lasting longer than seven (7) consecutive calendar days or five (5) scheduled work days. In most cases, employees will apply for a leave of absence and file for state disability insurance (SDI). (A physician's certificate verifying the illness is required.)

Unlike PTO, when an employee terminates employment for any reason, accrued ESL is not paid out. In some cases, and limited to 20 hours per year, ESL may be used to care for ill dependents. Approval must be granted by Human Resources, See HR Policy C2-508.

Review extended sick leave in more detail in the Casa Colina employee handbook or call Human Resources.

### Save The Date!

- Children's Services Center and the TLC will be participating in the City of La Verne's 4<sup>th</sup> of July Parade!
- Friday, July 18<sup>th</sup>, the American Red Cross Blood Drive will be in the Tamkin rooms at Casa Colina!



Questions? Call Lisa McKay  
909.596.7733 x2232

## Patient Safety Licensing Survey (PSLS) - Another Survey??

No, not another survey. The California Department of Public Health (CDPH) has revamped their survey process and dubbed it the Patient Safety Licensing Survey. The primary focus is patient safety with emphasis on infection control (management of MRSA, cleaning/disinfection practices, hand hygiene, state reporting, etc.), antibiotic use, ventilator associated pneumonia, staff education and training, discharge planning and fair pricing practices.

The surveyors will review processes designed to ensure patient safety in the general acute care setting and compliance with statutory mandates. A diligent team of hospital leadership has been dedicated to the task of reviewing all processes and systems related to this new survey format. To the Leadership Team involved and all staff, a sincere "thank-you" for your remarkable attention to patient safety and the level of patient care.





### Everyday Tips for HIPAA Compliance!

- Report any inappropriate disclosures or breaches of patient confidentiality to the Privacy Officer, Debra Schultz at Ext. 3410.
- Keep patient PHI confidential at all times!
- Access information on a "need to know" basis.
- Know your policy!

### If you do not "need to know" someone's health information, don't ask and don't look!

- If a coworker does not "need to know" someone's health information, do not share it.
- If you hear someone sharing information with someone else who does not "need to know", intervene and/or tell your supervisor.
- Avoid discussing health information in public areas (i.e cafeteria, restrooms, or hallways) where your discussion might be overheard.
- Do not display protected patient information where it might be seen.
- When accessing or requesting health information, request only the minimum information you need to do your job.

### Moving Forward



Casa Colina's clinical staff members are now required to have the American Heart Association's Basic Life Support (BLS) for Healthcare Providers; American Red Cross will no longer be acceptable. This change is effective with your next renewal, with NO EXCEPTIONS.

To make the renewal process easier for employees, we have partnered with *Save-A-Heart* CPR who will offer two (2) renewal classes per month on-site. Employees will find these courses times more flexible and the prices more affordable than our previous provider. In addition, a Spanish renewal class will be offered on campus periodically. ACLS Provider and Renewal courses will also be offered every month. Remember, CPR is a basic condition of employment for employees working in a clinical capacity in any hospital. Failure to renew CPR timely will result in suspension.

### Have some Summer Fun!

Casa Colina is now offering discount tickets to Knott's Berry Farm! For more information please visit Human Resources or call (909) 596-7733 x2154

We also offer tickets to:

- Disneyland
- Legoland
- Aquarium of the Pacific
- 6 Flags Magic Mountain
- Universal Studios
- Sea World
- Raging Waters



### Congratulations!

- **Ellie Bustamante**, SLP just completed her Vital Stim certification for pediatrics
- **Elizabeth Cristani**, SLP just completed her LSVT certification

# Welcome to Casa Colina

Thomas Bennett.....Patient Care Tech, Inpatient  
Danielle Boado.....Patient Care Tech, Inpatient  
Samantha Burkart.....Residential Aide, Apple Valley  
Gera-Lyne Delfin-Hagerstrand.....Occupational Therapist  
Amanda Flagtwet.....Patient Care Tech, Inpatient  
Jeannene Heinrich.....RN Extern, Inpatient  
Marisol Hernandez....Admissions Coordinator, Outpatient  
Michelle Miller.....Patient Care Tech, Inpatient  
Maruska Moore.....Coordinator, Foundation  
Danielle Morales...Residential Caregiver, Melbourne Home  
Jill Olausson.....Registered Nurse, Inpatient  
Anthony Rosas.....Patient Care Tech, Inpatient