



PHH Media



We Want to Celebrate You!

Every day, nurses step forward embracing new technologies, resolving emerging issues, and accepting ever-changing roles in their profession. Nurses lead the way for their patients, colleagues, organizations, and the health care industry as a whole.

This year's theme, "[Nurses: Leading the Way](#)," recognizes nurses as leaders and patient advocates at the bedside, in the boardroom, throughout communities and in the halls of government. Wherever health care is provided, a nurse is likely to be there — hospitals, ambulatory care centers, private practices, retail and urgent care clinics, nurse-managed health centers, homes, schools, nursing homes, and public and nonprofit agencies.

Source material provided by [The American Nurses Association \(ANA\)](#). ANA advances the nursing profession by fostering high standards of nursing practice, promoting the rights of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Congress and regulatory agencies on health care issues affecting nurses and the public. To learn more about the American Nurses Association, visit nursingworld.org.

We thank you and celebrate **YOU!!** Please stop by your local PHH office and pick up this year's gift of appreciation.

Pediatric Home Healthcare Team

Dallas Office

Volume II: Issue 3: 2014

May

Special Points:

- ☺ Nurse Week!
- ☺ Upcoming Events
- ☺ Dallas Changes!

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Points from QA:

Just a few reminders for you guys: Remember that the **State** requires us to have all documents corrected and in the patient's chart within **14 days**. With that being said, please be sure to get your notes into the office immediately following the week worked to ensure that we stay in compliance. The same goes for documentation errors. When you are emailed regarding corrections, you have **7 days from the time you are notified** to get into the office to complete corrections. You are notified 3 times (whether by email or text) before any disciplinary action is taken. For those of you who cannot come into the office during our normal business hours, we will work with your schedule if there is a conflict.

Corrections can be made on weekends, by appointment only, please call the office to set your appointment.

Continue the great job that you are doing with your documentation. We appreciate all of your efforts.

LaVon Hackworth, LVN
Quality Assurance



Message from the crew

We now have Dallas North and South, it is exciting to see the growth **Adam Aaron**, has been promoted to Account Manager of South office! We would like to **congratulation** him and introduce you to the new recruiters!

Julie Ellis

I moved to Texas after I graduated from Harding University, my major is Criminal Justice. I was working at Girl Scouts as an executive assistant before coming to PHH. I'm excited to be a part of the PHH because of love for kids and being able to work with others who also share the same passion. I really wanted to be an elementary teacher so I could help kids learn but with PHH I get to see kids make full recoveries and receive the love and care they deserve.

Rachel Fletcher

I was born in West Texas, but I grew up in DFW. I got my Bachelor of Arts in English: Rhetoric & Professional Writing from the University of Cincinnati. I graduated at the end of April 2013 and then moved back to Texas. I am very excited to have joined the team at PHH because I love children and I love helping others.

Please note that Memorial Day is a holiday, you will receive time and a half for working that Monday. The office will be **closed** **May 26th** and there will be **NO** mail delivery!

Staffing Coordinator/Recruiting Team "the shark tank"

Directors Directive

This month, I would like to address some concerns I have regarding Medication Documentation. As we all know, documentation is critical to nursing, especially in the home health setting. Skilled Nurses, you are working in a setting with no direct supervision! This is a privilege, not something to be taken for granted. To be successful in the home health setting, you must take some initiative. Be proactive, not reactionary.

Now, back to the point:

I need you to call in the refills when you notice the Medications getting low. Document this!

I need you to have the **MAR** in front of you when you draw up the Medications and document that you have given them as soon as you give them! This includes Feedings and any other activities that may have been placed or written into the MAR. (Remember: A Medication Administration Record is a legal document. If you don't document it, you didn't do it!)

I need you to fill out a **Controlled Medication Count Sheet** if you administer **ANY** controlled medication. If you have questions about what medications are a controlled substance, call the office and speak to a Director or a QA Coordinator. Sign off with the nurse relieving you. (This means two initials!)

Make sure you transcribe MARs accurately from one week to another. Again, if you have questions call the office and speak with a Director or a QA Coordinator. Make sure the order is CLEAR!! Ask yourself, if a new nurse comes to the home, will she/he be able to read and understand the **MAR**, as it is written?

Turn the **MAR's** into the office EVERY WEEK, with controlled medication count sheets, if applicable. The Department of Aging and Disability Services requires us to have all documentation corrected and in the chart within 14 days!

If your patient is placed on Antibiotics or Anti-fungals, fill out the Infection Control Report! If you, the Skilled Nurse, are placed on Antibiotics or Anti-fungals, fill out the Infection Control Report!

Please fill out the **MAR's, Controlled Medication Count Sheets and Infection Control Reports** in their entirety, or you will be asked to make corrections, in the office.

P.S. We are now asking for Seizure Logs to be turned in weekly with your **MAR's**.

Thank you for all the hard work you do with all our **PHH** families!

Julie Golightly, BSN, RN

Administrator / Senior Director of Patient Care Services

Julie@PediatricHomeHealthcare.com





Honors and Celebrations

Nurse of the Month: **Jenifer Neal**

Jenifer comes in on most occasions for corrections on the same day that she was notified.

We never have issues with **Jenifer** on her case, she is always on time, and never calls out. She is a great nurse, and exemplifies what we are all about at PHH.

Thank you **Jennifer** for all that you do each day!

You can receive a **referral bonus**:

After a nurse works 160 hours, you can receive a referral bonus of **\$400 for RNs** or **\$200 for LVNs**.

The staffing coordinators can provide job applications and answer any questions.

We have part-time, full-time, and PRN work available. If you are looking to work any additional hours or have any schedule changes, please notify the office.

Staffing Coordinator/Recruiting Team



Supporting our PHH family



Hawaiian Falls is having Champions Day on **June 21, 2014**. From 8:30-10:30 the park is designated for Special Needs kids. The child is free and it is \$5.00 for anyone else coming with the child.

We will sponsor **2 people** (a nurse and caregiver) to go with each of our PHH kiddos, however as many of the family that wants to go is welcome..

They are welcome to stay all day at the park, but 8:30 -10:30 is just for them.

We will need a head count by **June 9**, so they need to RSVP to me via email: candice@pediatrichomehealthcare.com or call 972-935-3323.

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Where Kids Come First!



<https://www.facebook.com/PHHcare>

Events & Training

Family & Professionals:

May 17th 11am-2pm @ Dr. Pepper Park in Frisco

Kids teach Kids Expo

www.ridersbaseball.com/kidsteachingkids

June 14th 10am-2pm @ North Park Mall

Stephanie's Day resource fair for families

June 21st 8:30am-10:30am all Hawaiian Falls locations

Champions Day - visit their website for details

Trach & Vent Class:

June 16th 10am-3pm in Dallas office

Please contact your local office regarding upcoming classes & sign up prior to attending

...And Another Thing

I hope our newsletter finds everyone in good health. I want to thank all of our staff, and nurses for helping us maintain the quality of care our patients have come to expect from PHH. I want to touch on a few things, but I will be as brief as possible.

We have had an influx of call outs with little to no notification, as well as miscommunications with scheduling. If you are sick two days before your shift, please call and let us know, don't wait until an hour before you're supposed to arrive at a families home to let us know you aren't going to make it. When you wait until the last minute (even if you have good intentions, by trying to wait it out as long as possible) the only people who suffer are our families if they go without a nurse. Our staff keeps track of your call outs, and the notification you provide the office, and if it becomes an issue, we will move forward with disciplinary action.

Also, if you are working with a family, and they ask you to pick up an extra day, or work different hours, **YOU MUST NOTIFY THE OFFICE**. Failing to do so usually results in a nurse not being canceled for a shift, or your relief not showing up on time, or too early, so please think about your fellow nurses when these changes occur and help us avoid these types of situations by keeping us in the loop.

Austin Burton
Account Manager North Dallas