



The 4 East Flyer



We Deliver Excellence!

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Vanderbilt Recognizes Staff Efforts in Past Year



As a way of saying "Thank you" for the financial sacrifices that Vanderbilt employees have made over the past year, Chancellor Zeppos announced yesterday that end-of-year market share bonuses will be distributed this year.

Those employed on or before July 1, 2008, and have been employed full-time continuously for at least one year as of June 30, 2009, will receive \$500 in their next paycheck on or after Nov. 30, 2009. Regular part-time staff will be eligible for \$250. In contrast, those employed on or before Jan. 1, 2009, who have worked continuously for at least six months as of June 30, 2009, will receive \$250 if they are full-time and \$125 if they are part-time.

FYI—Any employee on final PIC will not receive the award.

New FMLA Form

If you are in need of requesting FMLA, there is a new form to be filled out. It is not currently available on the HR website, but is anticipated to be there soon. In the mean time, the form is available through Shirley Shell. Additionally, a blank for is attached to this email.

Thank you for the hard work you put in every day! Earlier today, a patient stopped by my office while she was ambulating in the hallway to tell me how wonderful "all of the ladies" are on 4 East. I said, "I know, but it sure is nice to hear it from someone else." Thank you, thank you, thank you!

E-mail and Kronos Notifications

- Please remember that it is your responsibility to read your email often. Many very important items are sent out through emails, and you may miss out on the message if you aren't taking the time to log in.
- Additionally, each employee is required to log into Kronos and verify their own time at the end of each pay period. Please be considerate of others' by checking your own time and notifying Shirley promptly if you need assistance.
- If you call in sick, or go home sick, you are required to take "Sick" time. In the event that you have exhausted all of your "Sick" time, you must take vacation/personal time. You have to use your "Sick" time before using your other banks of time.
- **Edits**—Please be sure to make edits at the time clock when possible. If you cannot do so, please place your edits in the Edit book. Do not email your edits to Shirley, who monitors the Edit book daily. Beginning now, any edits that are not written in the Edit book cannot be guaranteed to be added to your paycheck. If you are not present to make the edit yourself, please contact the Charge Nurse, and ask her to assist you.

Questions or comments? Email Anisha.Fuller@Vanderbilt.edu

Attention Antepartum Nurses

We are investigating ways to provide the best care environment possible for our patients, and our staff. One thing we are looking at is creating a core group of nurses who prefer caring for antepartum patients. This group of nurses would train with L&D staff to expand their skill set. This may include antepartum/post partum MgSO4 infusion, continuous monitoring of high risk antepartum patients, and other more acute conditions than we are accustomed to on 4 East. This is not a transition to L&D, but more precisely, to higher acuity antepartum. If you are interested in being part of this antepartum core group, please notify Anisha and/or Jenny.

Additionally, if you have a preference for caring for the GYN/GYN ONC population, we would like to know that, as well. With our anticipated growth and increased delivery volume, your knowledge may be very beneficial when trying to train other areas to care for this special population.

November Birthdays



Ashley Gipson	5th
Kim Collins	8th
Michelle Gunter	11th
Amy DeBoer	17th
Michelle Gonzales	17th
Christy Wilson	21th
Michelle Bohr	21st

The Newsletter Has Been Named!!!

Thanks to Brooke Stacey, the 4 East Newsletter has been named! Of course, this means I have to now cover her call shift in order to honor my offer to reward whomever named the newsletter with a "Get Out of Call Free" card. Thanks Brooke!

Updating Your Personal Information

Be sure to maintain current and accurate information in your HR file. You can do this by going to the C2HR website and updating your personal information. The link to the C2HR site is <https://webapp.mis.vanderbilt.edu/c2hr/>. Or, you can reach it by accessing the VUMC home page and following the "For Employees" link.

Unit Board Tid-Bits



For those who were unable to attend the Unit Board meeting last week, I wanted to give you a couple notes on things that were discussed. There was a decision made regarding the Department Holiday Party. It will be a pot-luck style party, most likely at Godchaux Hall, but that isn't confirmed. Elisha Hill and Mary Beth Lee are taking care of the planning, based on your votes. They will be sending out the date, time and location information very soon.

The **4 East T-shirt design contest** is open to anyone who wants to participate. Please submit your designs by December 1st, so they can be posted for review. The staff will vote on the winning design at the next Unit Board meeting in January.

Official minutes from the Unit Board meeting, containing all other information, will be emailed out soon.

Budget Time is Near

One item that many of you mentioned you would like to have more input on is how dollars are spent on 4 East. Your opportunity is here! Fiscal Year 2011 Budget planning time is rapidly approaching, and your input is needed about what equipment and supplies you feel would benefit the department. Please send your requests to Anisha.

The 35th Annual High-Risk Obstetrics Seminar

is being held at the Embassy Suites Hotel in Franklin, TN on December 4th & 5th. It is free to Vanderbilt employees, and all are encouraged to attend. To register, go to: <http://www.mc.vanderbilt.edu/root/vumc.php?site=highbirskseminar&doc=17765>

The Last Laugh



A nurse caring for a woman from Kentucky asked, "So how's your breakfast this morning?" "It's very good, except for the Kentucky Jelly. I can't seem to get used to the taste," the patient replied. The nurse asked to see the jelly and the woman produced a foil packet labeled "KY Jelly."

Do you have ideas for the 4 East Flyer? Please submit them to Anisha for publication.