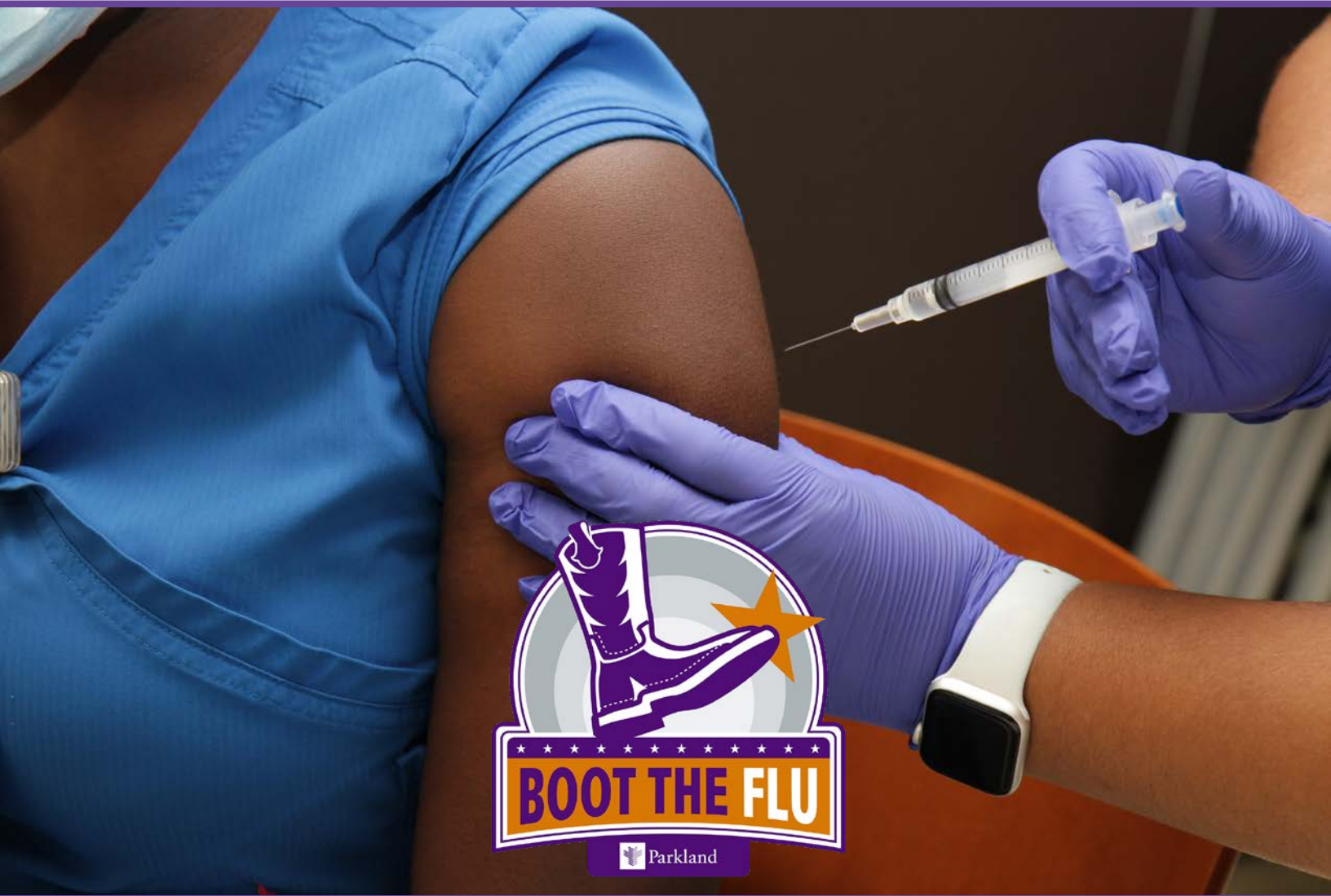


Now

Parkland

Information and stories for Parkland employees
Sept. 25 – Oct. 1, 2023



Help 'Boot the Flu' by getting your flu shot

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Help 'Boot the Flu' by getting your flu shot

Employees must get their flu shot by Nov. 15

The 2023 Employee Flu Shot Campaign will begin Monday, Oct. 2, through Wednesday, Nov. 15, to support the overall health, well-being and safety of our patients, guests and employees at Parkland. The influenza vaccine ("flu shot") is mandatory for all employees (with limited, approved exemptions)*.

You can get your flu shot from Occupational Health Services (OHS), the Employee Health Center (EHC), at one of the flu Drive locations listed below or through a preferred provider. Employees are encouraged to attend a flu drive as early in the schedule as possible, as these events will have a maximum capacity to accommodate safety and distancing guidelines.



Next steps for your flu shot

- **First: Complete the 2023 Influenza Vaccination Survey in ReadySet.** All employees must do this before receiving a flu shot or requesting a religious/medical exemption or reasonable accommodation.
 - Please log-in to your ReadySet account by [clicking here](https://phhs.sharepoint.com/HumanResources) or via the OTM SharePoint Page (<https://phhs.sharepoint.com/HumanResources>). You can access your account through Parkland Pathways with this [link](#) –no password required.
 - Complete your flu survey, enter your electronic signature and click "submit."
 - For those receiving a shot from an offsite provider, ReadySet will now allow you to upload your documents digitally. When in ReadySet, click on the "MyHealth Tab" and click on the "Documents" link. Then press the green plus sign on that page to upload a document. Please call the Office of Talent Management at (469)-419-3000 (ext. 73000) for assistance if needed.
 - Please note: If you forget your ReadySet password, you can reset your password through the ReadySet site (Parkland's access/org code is 1187) or contact OHS for assistance (OccupationalHealth@phhs.org). Be sure to keep your initial account, as each account is paid for by Parkland.
- **Second: Get your flu shot from OHS, the Employee Health Center or a preferred provider by 11:59 p.m. on Nov. 15;** or submit a religious or medical exemption or reasonable accommodation via ReadySet to OHS by Sunday, Oct. 31
 - Employees can get the flu shot at no cost from OHS, the Employee Health Center at 5151 Maple Ave, Clinic 4A (EHC for employees, spouses and dependents) and at the Flu Drives listed in the table below.
 - ◆ Walk-ins are welcome at the EHC Monday-Friday from 8:30 a.m. – 4:30 p.m. (with a break for lunch from noon – 1 p.m.)
 - ◆ The EHC will also host a Saturday morning flu drive on Oct. 7, Oct. 21 and Nov. 4 from 8 a.m. – 1 p.m.
 - If you prefer to get a flu shot at an off-site location – including a retail pharmacy, doctor's office, etc. – you must get an influenza administration record or other official documentation of the vaccination (including lot number, expiration date and date of administration) to submit to OHS via ReadySet by Nov. 15.
 - If you submit a religious or medical exemption or reasonable accommodation, you must complete your request via ReadySet by Oct. 31 (previous exemptions do not carryover for this year, and employees who miss the deadline will not be accommodated).
- **Third: After getting your flu shot from OHS, the EHC, a location listed below or by providing proof of compliance to OHS by 11:59 p.m. on Nov. 15, employees will receive a campus-wide flu shot sticker to apply to their ID badges.**

**Employees who do not get the flu shot by the Nov. 15 deadline (or those granted exemptions/reasonable accommodations and who do not comply with the mask requirement) will be subject to progressive discipline in accordance with [OTM Procedure 8000-100 Health Screening/ Immunizations](#).*

2023 Employee Flu Drive		
Date	Time	Location
Monday, Oct. 2	6 a.m. – 2:30 p.m.	Private Dining Room
Friday, Oct. 6	7 – 11 a.m.	NPC 02-525.01/02
Tuesday, Oct. 10	2 – 6 p.m.	NPC 01-490.02
Wednesday, Oct. 11	7 – 11 a.m.	MOC 01-1116
Monday, Oct. 16	9:30 a.m. – 2 p.m.	Empire Central 7th floor (Collaboration Conference Room)
Wednesday, Oct. 18	2 – 6 p.m.	NPC 01-490.02
Monday, Oct. 23	7 – 11 a.m.	NPC 01-490.02
Thursday, Oct. 26	2 – 6 p.m.	NPC 01-490.02
Friday, Nov. 3	7 – 11 a.m.	NPC 02-525.01/02
Monday, Nov. 6	2 – 6 p.m.	Private Dining Room
Friday, Nov. 10	9:30 a.m. – 2 p.m.	Empire Central 7th floor (Collaboration Conference Room)
Wednesday, Nov. 15	7 – 11 a.m.	Private Dining Room

For more information, please contact Occupational Health Services at 214-590-8121.

▼ Lasting Impressions: Celia Arriaga



Each week, "Lasting Impressions" features a Parkland employee who does exceptional work and provides excellent customer service. This week's "Lasting Impressions" features Celia Arriaga, Orientation & Training Specialist, Learning & Development.

"When I first met Celia she was an Executive Assistant who was always willing to answer questions and found so much satisfaction in helping to make whatever you were working on a little easier. Her enthusiasm for personal growth and her love of Parkland led her to an opportunity in Shared Services, until most recently she was promoted into her current role as Orientation and Training Specialist.



It's truly the perfect role for her and how fortunate our new employees are to have their first impression be from someone with so much admiration, respect, dedication and servant leadership in all that she does. She epitomizes our ICARE values and this is demonstrated in every interaction she has and everything she does. While her own role keeps her incredibly busy, she is always willing to help a team member, train someone new, sit down and talk through a problem or just step up to the plate when there's a gap that needs to be filled. I've never heard Celia utter a complaint, a frustration or an unkind word. She exudes Parkland values in all that she does and treats every person she encounters as if they are the only person in the room and always with an infectious smile. When you talk to Celia about her Parkland journey, or her plans for her Parkland future, she can't explain it without choking up and her eyes filling with tears. She enjoys the work that she does and she is so grateful for the opportunity to be a part of our mission, vision and values."

Want to nominate an employee who goes above and beyond? Tell us what makes them so fantastic by emailing Employees@phhs.org or calling ext. 28048.

Supply Chain conducting MRD end-of-year inventory

Supply Chain will conduct its end-of-year inventories for the Parkland Warehouse beginning at 8:30 a.m. on Saturday, Sept. 30. The warehouse will be closed during this time.

To minimize disruptions to your areas, we ask all departments and clinics requiring Warehouse Operations assistance to complete their requests before warehouse closures. Supply Chain Customer Service will remain open to assist during the closure and can be reached at 469-419-0204 (ext. 70204) or 469-419-0205 (ext. 70205) for urgent requests.

Please contact the Warehouse Inventory Control Manager at 469-419-0204 (ext. 70204) with any questions.

What to do in the event of a needle stick

- If the needle stick occurs between 7 a.m. and 5:30 p.m., employees must go to Occupational Health located on the 3rd floor of the WISH building (closed from noon – 2 p.m. on Fridays).
- If the needle sticks occurs before 7 a.m. or after 5:30 p.m., contact the Nursing Administrative Officer (NAO) at 214-590-8962.
- Fill out an [Injury on Duty form](#)

► Respiratory illness reminder

As COVID-19 cases begin to increase in the community, the COVID-19 Employee Response Team (CERT) would like to remind you of the following:

- If you develop symptoms concerning for COVID-19, you are required to do the daily screening survey before coming to campus. Once the survey is completed, await an email with further instructions from CERT.
- Complete the daily screening survey in its entirety.
- If you have had a high-risk exposure, you are required to complete COVID-19 testing.
- Formal clearance by CERT is required to return to work by after illness or exposure to COVID-19.
- Complete the daily screening survey after return from international travel.
- If you have completed the daily screening survey, CERT will respond to you within four hours.
- Complete the daily screening survey at least four hours prior to your upcoming shift.

► 2024 *D Magazine* Excellence Awards in Nursing nominations now open

The 2024 Excellence in Nursing awards is your opportunity to publicly recognize a Parkland nurse you see healing North Texas with skill and spirit. Medical professionals and patients are invited to nominate nurses for the awards in four categories:

- Direct Care
- Leadership
- Education
- Research

Entries for all awards categories are due by Monday, Oct. 2, and can be submitted by [clicking here](#).

Nomination guidelines

- Only nominees with a current RN license will be considered
- Applicants will be vetted by the Texas Board of Nursing
- It is recommended but not required to upload the nominee's CV or resume
- Self-nominations are not permitted

If you have any questions please send an email to Parkland.Nurses@phhs.org.



New safety center training launches Oct. 2

Parkland is moving to a new Safety Center platform on Wednesday, Nov. 1, which will affect how our team members report Safety Posts. In preparation for this, the Quality & Safety Operations team has partnered with our Learning and Development team to release new Safety Center training modules to all Parkland team members on Monday, Oct. 2. Since the look and feel of the updated Safety Center platform will be different than our current system, it will be important to take the training to learn how to report an issue.

There will be scheduled education Webex sessions to walk through the process before the Nov. 1 go-live. Additional training on manager follow-up will also be developed prior to the go-live.

► **Training resources for Oct. 9 Epic upgrade**

Please review training resources for your area for the upcoming Epic Upgrade that will occur at 12:30 a.m. on Monday, Oct. 9.

- **Business training resources:** [Epic Business Training \(Registration, Scheduling, Billing, Grand Central\)](#)
- **Clinical training resources:** [Epic Clinical Training \(Inpatient, Ambulatory, ED, OpTime\)](#)

Resource sites include tip sheets, videos and links to register for webinars for some of the impacted areas. Information on additional practice opportunities will also be included.

Sign up for a tour of Sterile Processing on Oct. 10

The Sterile Processing Department (SPD) would like to share what it is they do and how their work supports the various departments and patients at Parkland. To that end, they are hosting tours of the Sterile Processing area open to all Parkland team members from 7 a.m. to 7 p.m. on Tuesday, Oct. 10. Please be sure to schedule your tour time in advance.

To schedule your tour time, please contact Eunice Stewart, SPD Educator, at ext. 73554 or the Sterile Processing Department at ext. 70016.



Parkland

Care. Compassion. Community.

Parkland Now is published by the Corporate Communications department at Parkland Health.

Please note the submission deadline for each issue of *Parkland Now* is by the end of day each Monday.

To publicize your news in *Parkland Now*, please send all submissions to Employees@phhs.org or call ext. 28048.