



## CMH EMS Mission Statement

To provide safe, exceptional, and compassionate care to our communities  
with an emphasis on highly trained and empowered EMS staff.

## NOTES FROM NEAL

We keep on being busy. You set a record for our service again last month with 834 responses and 657 patients transported. A couple of interesting stats: We have been responding to 200 calls a week very frequently. In December, both Cedar County stations responded to over 100 calls each base, for a total of 207 calls. We are up 7% System wide over last year this time.

We have seen craziness in the last few months with ER's and ICU's all over the state at capacity. We are not sure if this is the new norm. But, I have had conversations with Jeff about the challenges this presents to us. We are watching the situation.

The EMS promise to society: If you call us, we will come. We will respond at the time and to the place that we are needed. The promise began many years ago. When people have a crisis and they need EMS, we are called. Society has put a lot of trust in us. A lot has changed over the years but the promise has not changed. We face many challenges to maintain resources to respond. Our Operations Managers do a good job managing our resources, meeting the needs of the communities we serve, and the hospitals needs to move and transfer patients. I appreciate all you do and the patience you show as we juggle our resources to meets expectations.

**A reminder:** Do your Hazmat training as soon as possible. There are classes schedule each month. Get on Healthstream and register, attend the class then take the Healthstream Hazmat test. I have completed my Hazmat training for the year and I expect you to do the same. This is mandatory training. Our department had the worst completion rate last year. Let's not do that again. We need to step up and be people of action and get it done.

Furniture for the Polk County station is coming soon. Mr. Babb has picked out the furniture and I will be getting it headed this way soon. He also approved the built in crew desk for a crew office what is now the west crew room. In addition, I just got word that Polk County's new ambulance will arrive in April and Cedar County should take delivery of their new truck the end of May. I will be pushing these projects forward. When we look back of what we have accomplished in the last year or so, we have made great progress for our service.

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## EDUCATIONAL

### OPPORTUNITIES

#### CMH EDUCATION:

- 3-6 ACLS Renewal  
830am—5pm
- 3-16 PALS Initial  
830am—5pm
- 3-17 PALS Initial  
830am—5pm
- 3-31 ACLS Renewal  
830am—5pm

\*To register, contact CMH  
Education Services at 328-6769

## CMH EMS

### COMPETENCIES

The next CMH EMS  
Competencies will be

## POLK COUNTY NEWS - AARON WEAVER

Jason and Emma are working on a chore list for Polk County. We have started to relax on deep cleaning trucks and taking care of the garage. I think this will be a fair way of doing the chores that need to be done at Polk County. We will have this in place by the middle of March.

I would like to thank everyone for picking up extra shifts. I would especially like to thank **Chris Nickos** for working on the truck for me so I was able to complete some office stuff.

Our first equipment committee meeting was in February. I want to assure you that our goal is to bring information back to the rest of the employees so we can have everyone give input on the changes or equipment proposed.

Big shout out to **John Smith** along with everyone that has worked on the BLS truck. You guys sure do take a big load off the other duty trucks which allows us to be available to take care of our community needs. This is such a big addition to our team. Thanks everyone!

This month is a short month, so my newsletter section will follow suit. I am thankful and ready for warmer weather. I hope everyone is able to get out and enjoy.

Thank you all for everything you do to make CMH EMS great.

Aaron Weaver, Paramedic  
Operations Manager - Polk  
County  
CMH EMS

## 2017 CMH Haz-Mat Class Dates

- March 9th CMH EMS Hickory Co  
830am to 1030am;  
Osceola after Hickory Co
- March 16th CMH Hospital 7am to 9am
- March 16th CMH EMS Cedar Co  
Stockton Base 10am to Noon
- April 28th CMH Hospital 7am to 9am
- May 18th CMH Hospital 7am to 9am
- August 17th CMH Hospital 5pm to 7pm
- September 21st CMH Hospital  
10am to Noon;  
1 pm to 3pm
- October 26th CMH Hospital  
8am to 10am;  
1 pm to 3pm

⚠ Remember to register for your class in advance. If you do not attend the class you have registered for, there will be a \$30 payroll deduct from your check.

## HEALTH AND SAFETY NEWS—BRICE FLYNN

I hope Fat Tuesday or Pancake day (February 28) was good to you. We now move into Lent in March which continues until Easter in mid-April. I will be cutting out some of the foods I too easily added back in during February after the Daniel Fast and preparing for Easter. Speaking of preparations, that seems like what our careers are built around, eh? We get our initial training, keep taking CEU classes, competencies, outside classes, and reviewing our methods and treatments to see if they are really the right choice for the patient. We are always wanting to improve our knowledge, skills, and abilities because we want to be the best and do the best for our patients. I'll bring up thorough truck checks as one of these ways we are prepared for every patient. Fill out your ambulance check forms, check your cabinets and bags completely before retagging, and note items that need replacing.

Most of you probably have thoughts on how the equipment carried on the ambulances should be changed to better suite our patient care needs. If you do, then please talk with your station representative about changes you would like to see. On another preparatory note, I have met with the Infection Control Department and will be reviewing/updating our

ambulance cleaning processes based on industry best practices. Infection prevention improvements will be small, but helpful in keeping us safe and our patients safe.

I want to say great job to those of you that have completed your five servings of fruits and vegetables challenge from HealthyRoads. Eating five servings of fruits and vegetables per day is simple and easy to do on a given shift. Here is an example on how to get five fruits and vegetables in one shift: banana with breakfast, orange as a morning snack, large salad with lunch or avocado with lunch, afternoon apple, and potatoes with dinner. If you look for "pressed fruit" type bars you can get fruit servings with lots of the whole fruit fiber that won't get smashed up in your go bag. Aldi has some of these bars for 50 cents!

Enjoy the month of March and make small choices that will have a great impact on your life and your patient's life.

Thank you.  
Brice Flynn  
NRP, I/C, AAS, BA  
Health and Safety Chief  
Citizens Memorial Hospital

## EMS CLINICAL NEWS—THERON BECKER

This month has seen some exciting developments for CMH EMS. CMH has created a new department for us: **EMS Education**. The original purpose of this new department was to facilitate income and expenses related to the paramedic class we are going to teach. However, it has blossomed into several areas of benefit to EMS.

Several budget items are related to salaries in this new department. The biggest news for most of you is that Clinical Education Specialists (FTOs) are now going to get paid when they have a new hire or student rider. Finance is still working on how to make it happen, but we anticipate a float code when you clock in that will get you an extra \$1 per hour when you have a rider that requires extra work (job shadows are not included). Increased FTO pay will take effect June 1<sup>st</sup>, 2017.

Guest instructors for all courses will float to the new department. Instructors assisting with the Paramedic Academy have a set rate of \$30 per hour of class contact time. All other instructor time is at your regular rate in the EMS department.

There are also several budget items related to improving equipment and supplies in our classrooms. Plan on seeing some new chairs (they will be clean and more comfortable) this year. Next year might see some new classroom tables.

Obviously, the bulk of the education budget is related to the upcoming paramedic class. For example, textbooks alone are \$997 per student. By the time you are reading this, the application for accreditation will be submitted (the application is currently 186 pages long and includes a database of electronic information). Until the application is approved, we cannot formally advertise a paramedic class or take applications.

Our plan is still to start the Paramedic Academy the first week of May 2017. If there are hang-ups in the application or approval process, we will just push the start date back as we need to. We are only going to allow 16 students into the Paramedic Academy. I currently have a list of 14 individuals that are interested in attending (eight EMS employees). All names have been submitted to management and hospital administration. We are trying to get scholarships or contracts for anyone who is interested. Please contact me one-on-one if you would like more details. We have all the details of class costs, dates, times, requirements, etc.; we simply cannot publish them until our accreditation is approved.

The EMT Academy is going to continue to be an annual course with some extra funding and resources for those students and instructors.

We are going to work towards managing all our merit badge courses through the EMS Education Department instead of the Hospital Education Department. Be patient as we will still have to send some people to Hospital Education for some courses until we get enough instructors and resources.

Through efforts of a few individuals on light duty and much help from the librarian at Bolivar Technical College, the training library has grown greatly and now has a smooth online interface for searching and checking out textbooks and resources. It continues to grow and currently has almost 500 books. Most of these materials are EMS, but some have content related to all subjects in emergency services, healthcare, and management.

The library can be found and searched at [www.librarycat.org/lib/cmh\\_ems](http://www.librarycat.org/lib/cmh_ems). Please contact me if you are interested in checking out resources.

I need three people to help me manage the merit badge courses. These three liaisons can be either BLS or ALS, even though they may manage ALS instructors. Please contact me if you are interested in any of these additional duties. They do not include extra salary (unless you teach a course for the Paramedic Academy), but they have several guaranteed hours at your current rate of pay.

- An AHA Liaison will interface with the AHA to support instructors and plan courses. These courses include:
  - BLS CPR
  - ACLS
  - PALS
- An NAEMT Liaison will interface with the NAEMT to support instructors and plan courses. These courses include:
  - PHTLS
  - Tactical courses such as LEFR, TECC, and TCCC
  - DT4EMS (not an NAEMT course, but will fit in this category)
  - Consider GEMS in the future
  - Consider PEPP in the future (not an NAEMT course, but will fit in this category)

*Continued on page 4*

## NOTES FROM NEAL

Here are some of those improvements:

- \* Radio speakers in Bay Polk Co.
- \* Thermometers in Polk Co.
- \* Crew Room Polk Co.
- \* Larger Office space/More space in Polk Co.
- \* RSI Protocol, Instituted
- \* Increased uniform allowance \$300
- \* Replace Hand Held Radios when worn out
- \* Replace Worn out Trauma Bags
- \* Moto turbo radios in all ambulances
- \* BLS Transfer Truck
- \* Back bone of EMS Communication System

*Continued from page 1*

As we move ahead, we will continue to listen to staff. Please bring us your ideas. **Jeff Beasley** brought me an idea the other day and I am looking into it. I am pretty excited. It sounds like a very good solution to help us over tightening our main O2 connection and one that is more user friendly. Be patient with us. Things move slowly but we keep moving forward, we are determined and tenacious.

Thank you for all you do, Be safe,  
Neal

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*"When we look back of what we have accomplished in the last year or so, we have made great progress for our service."*

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## EMS CLINICAL NEWS—THERON BECKER

*Continued from page 3*

- A Community Education Liasion will interface with local first responder agencies to support their training needs to include:
  - Community (non-AHA) CPR
  - Emergency Medical Responder

These are exciting times. Not only does this new department leverage EMS more resources, but it also frees up funding that education was using from operational budgets in the past. If you get the chance to, please thank:

- Matt D'Amore for taking the bulk of the EMT Academy workload and proving we can deliver awesome education,
- Neal Taylor for supporting and facilitating this change,
- Aaron Weaver and Alice Roberts for working to give me time off the truck to work on this, and
- Jeff Miller and Mr. Babb for supporting and approving these changes.

**Theron Becker, MMPA, BS-FPE, NRP, Director of EMS Education**



## CONGRATULATIONS

### YEARS OF CMH SERVICE

#### 21 Years

**Tom Liberty**

**Aaron Weaver**

#### 5 Years

**Cassandra Pruett**

**Tyler Slothower**

#### 3 Years

**Emma Igo**

**Levi Crews**

**Eric Childress**

### March Birthdays

**Cassandra Pruett 7th**

**Amanda Dickover 8th**

**Tim Shaw 10th**

**Adam Stoddard 12th**

**Josiah Lentz 17th**

**Theron Becker 28th**

## [ Scheduling Info ]

Availability due: March 3<sup>rd</sup>

Request off for March 19<sup>th</sup> to  
April 29<sup>th</sup>: Due March 3<sup>rd</sup>

(must request off through KRONOS!!)

New Schedule Posted: March  
10th

## LIFE & TIMES FROM THE BEAUTIFUL STOCKTON LAKE

Well, another Winter is almost in the history books and man, was it a really nice winter! Unless you wanted a LOT of snow, then sorry, it was not a good winter for you! But for the rest of us, yes it was! Thanks for all the crews that gave up their time to come help out their fellow men/women during some of the weather events. Remember, we might still have some cool spells from time to time, so don't put those heavy blankets and IV warmers up yet. Personally, I can't wait to get out there, get on the water, and start doing some cooking outside.

**Cedar County Board:** The board recently had their February meeting. We had requested to replace a broken portable radio and the board decided to replace all the portable radios due to the age and wear on the ones we currently have. The thought was: If one broke, the others were not far behind. So, in order to save money in the long run, we took bids on 17 portable radios. Out of the bids received, the board picked Radiophone Engineering out of Springfield as the winning bid. In a few weeks, we should have the new radios ready to issue to Cedar Co Staff. The Board is considering allowing the local fire departments in the county use the old radios to help them with communications. They are also purchasing one for El Dorado Springs Police Department Dispatch so they too can be in communications with any EMS in the area. They also have ok'd the purchase of a new ShopVac for the garage, and to replace a ceiling fan in one of the bedrooms in Stockton. After doing this, the Board decided that if something breaks and needs replaced that the manager can now contact two board members and just order it as long as it's below \$500.00. We have also completed working on updating the CCAD Inventory for the year, and everything is tagged and accounted for. I am very glad this is done for another year. The Board is also actively looking at building a new EMS Station in Stockton! They had a firm come to the last meeting and give them some ideas. They also had a financial company come to talk to them about funding the project. They have scheduled a meeting at the end of the month to go over what they need and want in a building, as well as a

suitable location for the building. This may take a while to complete but we will be happy to take baby steps until we will get there.

**Trucks:** I just wanted to take a moment and thank everyone for making sure your trucks are being stocked and following the tagging system. If we ALL pitch in, it will make it better for EVERYONE. Don't forget that we are a TEAM and need to work as a TEAM when it comes to taking care of our ambulances.

**Personnel:** I want to say goodbye to **Charlie Wallen!** He is greatly missed. Thanks for all of your years of service, and have fun doing that "honey do" list. I also want to say goodbye to **Jennifer Marsch** who is transferring to CMH ER. Her last day was the 24<sup>th</sup> of February, but unfortunately this has been delayed for couple weeks due to an injury. We wish her all the best and thank her for being one the of first staff members to come to Cedar County and help with the transition from Mercy to CMH. THANKS FOR ALL YOU DID! We are looking at what we are going to do with filling her place in Cedar County. We have had several inquire about this position. We are looking for a strong EMT, and one that is willing to work in both stations in Cedar County. We need the knowledge, experience, and flexibility. Peer interviews are going to be conducted soon, and then we will go from there. We also want to welcome **Lyman Taylor** to Cedar County El Dorado. He is currently filling in Charlie's spot and brings with him several years of experience and knowledge to CMH EMS.

Thanks for all you do and helping CMH be #1. Anything we can do for YOU? Please ask! Our doors are always open!

Tom Ryan  
Ops Mgr Cedar Co.

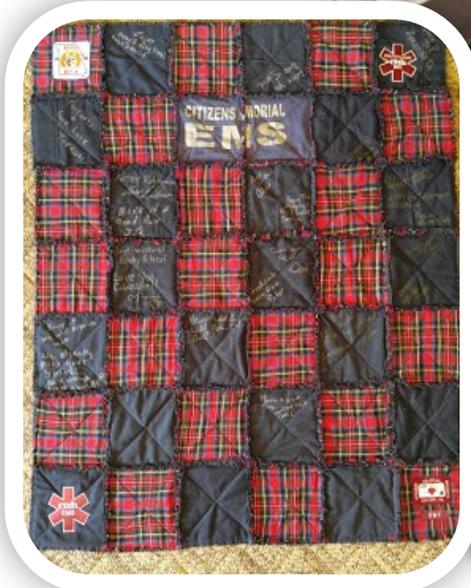


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*"If we ALL pitch in, it will make it better for EVERYONE. Don't forget that we are a TEAM and need to work as a TEAM when it comes to taking care of our ambulances."*

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**We will miss you Charlie!**



**Good Luck Jennifer M!**

**GOOD LUCK JENNIFER**



We at Cedar County EMS wish Jennifer Marsch the best of luck in her newest adventure, CMH ER & with Jenni Cully & Assoc! We will miss you greatly!

# Training in the Region

UPCOMING TRAININGS: Register through [training.dps.mo.gov](http://training.dps.mo.gov). There is a maximum limit on students and some are full or almost full.

- ◆ 3/1-3/2- Local Volunteer & Donations Management- Bolivar
- ◆ 3/13-3/17- All Hazards IMT- Springfield (Invitation only)
- ◆ 3/30- JIS/JIC Planning for Tribal, State, & Local PIOs- Springfield
- ◆ 3/30-4/1- ICS 300 Intermediate ICS-Marshfield (Local Only)
- ◆ 4/5-4/7- ICS 300 Intermediate ICS- Bolivar (Local Only)

\*\* The Polk County Health Center will be holding an ICS-300 class on April 5,6, and 7th at the Polk County Health Center. There is no charge for this class and you must enroll on the Missouri State Emergency Management Agency training website. *You must have completed the following classes in order to take the ICS-300 class: ICS, 100, 200, 700 and 800.* This class is limited to twenty people because of class room space. All students who successfully compete the class will receive a certificate from the State Emergency Management Agency.

These are only the trainings in Region D; a full list can be found at [training.dps.mo.gov](http://training.dps.mo.gov). Those trainings listed as "Local Only" do not provide lodging and reimbursement for meals/mileage.

## Mercy Continuing Education Documentation

March 13th

630p—930p

1407 E St. Louis St, Springfield, MO

## Tucker Redfern Pediatric Trauma Symposium

Where: Hammons Heart Institute, Springfield, MO

When: Friday March 24, 2017

Register:

<https://www.mercy.net/springfield-talent-development>

## ICE SPRING BREAK CONFERENCE

**Holiday Inn Executive Center, Columbia, MO**

**When: March 29—31**

**For More Information, go to the following websites**

[www.moambulance.org](http://www.moambulance.org)

[www.memsa.org](http://www.memsa.org)

[www.muhealth.org](http://www.muhealth.org)

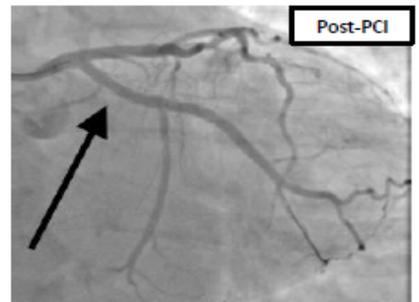
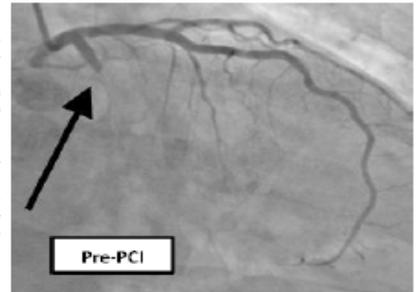
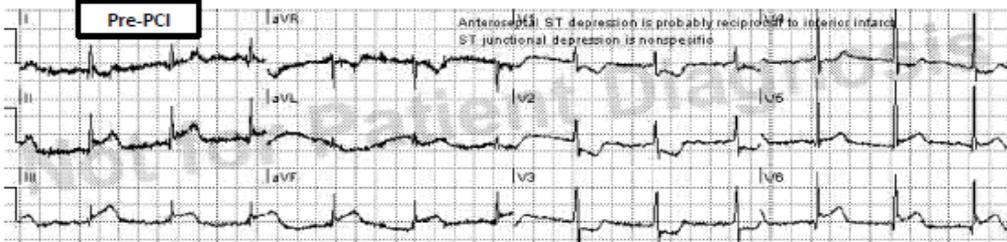
# EMS STEMI

**STEMI Case Report – H1052227**

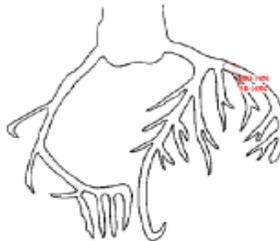
**1/30/17**

Patient	S/S Onset	911	FMC 2ECG	Scene Time	CMH Arrival	D2 Actv	ED DIDO	CCL Time	D2B	EMC2B	Ischemic Time for Patient	Dr.	Quality Measures
66 y/o	1:05	1:35	4 min	20 min	2:48	-44 min	6 min	17 min	25 min	78 min	2 hr, 8 min	Moore	100%
M	Weau-bleau	CMH EMS	Goal <10			PRE-ACTV!	Goal <30	Radial	Goal <90	Goal <120	Goal <4 hr	Carter	ACC Recommendations Met

Narrative	Chief Complaint	Diagnosis	Outcome
911 called from home in Weaubleau; Hickory Co Fire & Rescue – 1 <sup>st</sup> responders CMH EMS transmitted ECG & STEMI Pre-Activation performed	Sudden onset of 10/10 chest pain while sleeping	Inferior STEMI	100% prox-LCx → DES, EF = 55% Discharged home two days later



Quality Cardiac Care Recommendations		
ASA within 24 Hrs of Arrival	MET	324 mg by EMS
ASA @ D/C	MET	ASA 324 mg
Antiplatelet @ D/C	MET	Effient
Beta Blocker @ D/C	MET	Metoprolol
Statin @ D/C	MET	Atorvastatin
ACE-I / ARB for LVSD @ D/C	N/A	EF = 55%
LV Evaluation @ D/C	MET	Echo
Smoking Cessation Advice	MET	Yes
Cardiac Rehab Referral	MET	Phase I CR



EMS – Timothy Bradley, Lucas Weaver | ED – Dr. Carter, Maria Price, Cathay Hiatt, James Nation, Evan Crowder | CCL = Dr. Moore, Mollie Taylor, Rob Richardson, Breanna Ledford, Bryan Inman | Social Services = Sarah Lake | ICU = (Admit) Courtney Boland, (D/C) Sandra Fellers | CR = Karma Murr

## HEALTHEMS—TOM LIBERTY

Hello everyone,

I have a few things this month.

Please everyone make sure you have changed the ambulance number before you export. If you are in Polk Co and do not have CADdata coming in on your call, check the ambulance number.

Reminder: The correct format for Call Numbers are:

- ☛ The first 2 digits represent the current year.
- ☛ Next is the ONLY letter in the call number and that is for the branch (station).
- ☛ The last 4 digits are NUMBERS ONLY. ie: 17P9999.
- ☛ If you have more than one patient on a call, you use letters in the Incident Number.
- ☛ You have to click it 3 or 4 times to be able to edit that area. Just delete what is in it and put a letter to signify what patient it is. (A, B, C, etc.)
- ☛ If there are multiple ambulances on scene, the Incident Number is also used to indicate which ambulance you are. "1" is the first ambulance on scene and "2" is the second ambulance on scene. For example, the second patient in the second ambulance would have an incident number of "2B."
- ☛ Branch letters are: **P** for Polk Co, **C** for Osceola, **S** for Stockton, **E** for El Dorado, and **H** for Hickory.

Remember what you document in your run ticket is put in the patient's medical record, and may be used in court. If someone cannot read your ticket and know what happened on the call/transfer, it is not documented well enough. Generated narratives need a lot added to them. They are just a base to get started. If you are not going to answer a question, or enter info for an item on the template, delete it. A diagnosis needs to be put on all transfers out of the hospital, even if they are a return to the patient's home.

We have had some mileages that have been different than what they should have been for the trip. We are investigating this problem to find out why and how to resolve the issue. Please review your ticket before exporting and making sure they are correct as well as your times and ambulance number.

Thank you everyone for your hard work.

Be safe.

Tom Liberty

## HICKORY/ST. CLAIR COUNTY NEWS— ALICE ROBERTS

I wish I could remember **Charlie's** farewell speech word for word, but it was epic for those who were there to hear it. Charlie will be greatly missed by so many of us.

There were a lot of familiar faces there that night such as **Steve Shelton, Mike Moore, and Denny**. Watching the conversations between them and some of our current employees who have also been here for years, you could see the respect, admiration, and wealth of knowledge that they have brought to CMH over the past years, and will continue bringing into the years to come.

There have been a lot of changes since the beginning of CMH, as well as in EMS. Changes will always occur in order to move forward and to provide for better patient care and outcomes. Better patient outcomes would not have occurred without research, studies, and changes at the EMS level. Changes that were supported by EMS staff who initially questioned the change, but gave it a try anyway. Realizing these changes were not only making them better EMS staff, but also at the job that they are proud of doing.

We are going to see some changes coming forward as staff leave, shuffling of shifts, etc. With that said, **Mike D'Agostino** will be starting full time in Osceola on March 19<sup>th</sup>. We will be working around a few previous obligations that he has with LL3 and a small mini vacation that he has had planned. Please welcome Mike to Osceola. He will be a GREAT addition to that station.

**Tyler Slothower** has volunteered to move to a float position to help the counties out with vacations, or wherever he is needed after he is able to come back to work. I know this position is not an easy one to work, but we all greatly appreciate his willingness to work at different stations and with different EMT's. Thank Tyler for his sacrifice when you see him.

On a scheduling note: Standbys start up April 8<sup>th</sup> at Lucas Oil Speedway. Once again, we are asking that ALL staff members work a minimum of one Lucas Oil event. We have the weekly car races, Two three-day boat races and, for the first time, one weekend of Off Road Races. I want to thank **Tom Liberty** and **Ryan McDonald** for getting yours out of the way right off the bat.

For those of you that would work every one of them, keep in mind even if every employee actually worked one, there are still plenty left for you to cover.

Vacations: Full Time and Part Time employees need to submit all requests off through Kronos. I currently have request off all the way out to November. Same policy as there has been in the past, unless we have major shift openings. Only two of the same licensure will be approved off during the same time frame. This is a first come first serve. If you would like to have access to the Vacation Calendar on Google, please send me your email address and I will add you. Otherwise, all managers and a few other staff members already have access to it for you to view.

Absences from work are now being tracked as we have learned a new way of being able to track them on Kronos. Absences are considered call-ins for sickness and shift dumps. This DOES NOT include your time off due to properly turning in request off for vacation, etc. You may see a little box next to "Off" or "PTO" on your timecard, this means one of the managers have added a comment to your time card. Down in the lower left corner of your time card, you will see a comment tab. If you click on this, you can see what comments have been added to your timecard.

PTO Usage: There is some confusion here with staff. Whether you are off on vacation, sick, or dump a shift, we are only allowed to add PTO to your time card to bring you up to 80 hours. If you need more PTO added to your time card, we can enter that amount in as "CASH," but you must have over 120 PTO hours in your bank, and you cannot cash out below 120 PTO hours. If you "CASH" in PTO, it cannot be counted towards your mandatory time off for the year.

- ☞ New FT/PT employees for 2017 do not have any mandatory PTO usage for the year of 2017.
- ☞ Employees hired in 2015 and 2016 have 40 hours of Mandatory PTO to use in 2017.
- ☞ Employees hired in 2014 or prior will have 80 PTO hours to use in 2017.

If you have any questions, please talk to your manager.

Until Next Month,

Alice Roberts

# Attendance, Absenteeism, Tardiness, HR08-01

## **POLICY:**

### **ATTENDANCE, ABSENTEEISM, TARDINESS**

The organization values the dependability of employees. Absenteeism and tardiness from the job weakens that dependability. Repeated absenteeism and tardiness will be considered as a disinterest in employment and may be grounds for dismissal.

## **PURPOSE:**

To maintain proper and sufficient staffing in order to provide consistent medical care and to assure that employees to fulfill the obligation of their employment to their employer and co-workers.

## **PROCEDURE:**

An absence is defined as the reason not to be present at work during a scheduled shift.

An employee finding it impossible to report for duty should notify his/her supervisor at least two (2) hours in advance of his/her scheduled duty hours, if the impending absence is known. If the immediate supervisor is not available, the person in charge of the department designated to accept absence notices should be contacted.

It is not acceptable to relay the absence message to another employee or have the message relayed by a person other than the employee.

Employee absences will be reviewed and will be subject to disciplinary action up to and including dismissal:

Employees who sustain three (3) or more separate periods of absence in the three (3) month period. (A period of absence is defined as a time when one or more than one consecutive shifts are missed.)

Employees who do not report an absence properly, refer to [HR08-03, "Leave of Absence"](#)

Employees who sustain three (3) or more tardies in a three (3) month period. A tardy is defined as documented clock-in time after posted scheduled time.

Full time and exempt employees absent for three days without notifying their supervisor may be considered to have voluntarily terminated. Part time and temporary (PRN) employees absent for two days without notifying the supervisor may be considered to have voluntarily terminated.

An employee who is absent from work on his/her scheduled weekend may be expected to work an additional weekend at the discretion of the supervisor.

A physician's certification of illness may be requested by the supervisor in consultation with the Human Resources Department for verification of illness if suspicion of misuse of attendance policies is suspected or documentation of absence is necessary.

When an employee is absent or tardy, an attendance tracking form should be completed to record the absence/tardy. Information taken by the supervisor or designated charge person should be recorded and given to the department supervisor or designated timekeeper.

Timekeeper will enter a comment in timekeeping system to reflect reason for absence for each day that an employee is absent from scheduled shifts.

Timekeeper or department supervisor should forward Attendance Tracking form to Infection Control department following entry into the timekeeping system.

Refer to [HR08-01 Attachment 1, "Attendance Tracking Form Flowchart"](#)

Attendance at departmental meetings is necessary to maintain departmental efficiency. Inability to attend mandatory staff meetings designated on regular work schedules will constitute as an employee absence.

Absences that fall within the guidelines of family and disability leave will not be subject to disciplinary action review until the maximum utilization of those benefits have been accomplished. Refer to [HR08-03, "Leave of Absence"](#).



## ***Hazardous Materials: Operations Level Skills Class*** **2017 Registration**

**To register:** Please submit this completed registration form to CMH Education Services by interoffice mail, fax (417.328.6649), or e-mail (Education.Services@citizensmemorial.com).

Once processed, you will be notified of your registration status and any additional class details prior to the class date.

**Note: If you are registered for a class and do not attend without giving Education Services or your supervisor advanced notice, a \$30.00 administrative fee will be applied to your next pay check. This will be reflected as an absence on your work schedule. Additional disciplinary action may be taken by your supervisor.**

**Pre-Course Requirements:**

The online Hazardous Materials: Operations Level Post-Test must be completed before attending the skills class.

**Class Dates (Please Select One):**

- |  |  |
|--|--|
| <input type="checkbox"/> February 16, 2017, 8:00 am – 10:00 am<br>CMH ER Ambulance Bay                       | <input type="checkbox"/> August 17, 2017, 5:00 pm – 7:00 pm<br>CMH ER Ambulance Bay      |
| <input type="checkbox"/> February 16, 2017, 1:00 pm – 3:00 pm,<br>CMH ER Ambulance Bay                       | <input type="checkbox"/> September 21, 2017, 10:00 am – 12:00 pm<br>CMH ER Ambulance Bay |
| <input type="checkbox"/> March 16, 2017, 7:00 am – 9:00 am<br>CMH ER Ambulance Bay                           | <input type="checkbox"/> September 21, 2017, 1:00 pm – 3:00 pm<br>CMH ER Ambulance Bay   |
| <input type="checkbox"/> March 23, 2017, 10:00 am – 12:00 pm<br>Cedar County Ambulance Station, Stockton, MO | <input type="checkbox"/> October 26, 2017, 8:00 am – 10:00 am<br>CMH ER Ambulance Bay    |
| <input type="checkbox"/> April 28, 2017, 7:00 am – 9:00 am,<br>CMH ER Ambulance Bay                          | <input type="checkbox"/> October 26, 2017, 1:00 pm – 3:00 pm,<br>CMH ER Ambulance Bay    |
| <input type="checkbox"/> May 18, 2017, 7:00 am – 9:00 am<br>CMH ER Ambulance Bay                             |  |

**Employee Name:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

(Supervisor's signed approval is required to complete employee registration for this training.)

For any questions regarding the registration process, please contact Education Services at 328-6769