



December 2013 News Letter

New!

Staff,

Remember, **CARING EXCELLENCE** is our motto! Please do not hesitate to call the office if you have questions during office hours Monday – Friday, 9:00 AM – 5:00 PM at (904) 794-7601 or the On-Call T Lay cell phone (904) 392-4878 during non-office hours.

Are you in compliance with state regulations? Review your own compliance, the following items are required for compliance: Up To Date CPR, Car Insurance, Medical Licenses, Annual Physical Exam, TB Skin Test and Driver's License. Per policy 12 CEUs are required to be completed every year, available on the T Lay website (www.tlayhealth.com) you are also required to attend 6 staff meetings annually. It is imperative to have personnel files compliant to continue providing **CARING EXCELLENCE** to clients. Please send all your non-compliant documents to the T Lay office. Failure to be in compliance consequences will include no client assignment until standards are met. Be vigilant and be your own compliance officer. Thank you for your cooperation and we look forward to continue working with you here at T Lay.

- T Lay Management

Important Information

Caregiver of the Month

Each month, a staff member will be selected and awarded caregiver of the month. Caregiver of the month will be chosen based on meeting and exceeding expectations, submit care reports on time, flexible with accepting new patients, consistent and abide by calling out protocol. An award will be provided acknowledging their outstanding achievements and presented at monthly meetings.

Sugar Cookies (Cook time: 12 to 15 minutes)

Materials:

- 1 pkg (8 oz.) Cream Cheese, softened
- 1 cup butter, softened
- 2/3 cup granulated sugar
- ¼ tsp. vanilla
- 2 ½ cup flour
- ½ cup colored sugar
- Baking Sheet
- Cookie Cutters

Directions:

- BEAT cream cheese and butter in a large bowl, until blended. Add granulated sugar and vanilla, mix well. Gradually add flour, beating well after each addition. Refrigerate several hours or until chilled.
- HEAT oven to 350° F, roll out dough to ¼-inch thickness on lightly floured surface. Cut into shapes with cookie cutters; sprinkle colored sugar. Place 2 inches apart, on baking sheets.
- BAKE 12 to 15 min. or until edges are lightly browned. Cool on baking sheets 2 min. Remove to wire racks; cool completely.

Do you have a recipe that you want to share? Please email all recipes to l.bazile@tlayhealthcare.comcastbiz.net

Announcements

Coming in January 2014.....

- Starting January 2014 a new care report form will replace the one currently in place.
- Quarter 4 In-services will be discussed during the face-to-face end of the year staff meeting on 12/12/2013.
- Goal for 2014 is to be 100% compliant with state regulations of personnel files

In-service Education Topics



Diabetes



Pain Management



Incontinence and Constipation



HIPPA Laws

Next Meeting

Date: 12/12/2013

Location: Face- to-Face; T Lay Office

Time: 2:00 p.m.

Who to contact: T Lay Healthcare Services (904) 794-7601