



# Konedu Home Care



*"Cares About You"*

## Newsletter

April 2019



Welcome to our new employees and greetings to our existing team members! We are taking the opportunity to communicate our concerns. It has come to our attention that much improvement is needed in the areas of Ethics & Boundaries and Accurate Time Reporting. Let's all do our part for a positive workplace!

### Ethics & Boundaries

Konedu Home Care strives and is committed to providing quality care to its clients as well as its employees along with maintaining the respect, dignity and safety of each client and employee. Achieving quality care requires everyone's responsibility to adopt and maintain our Code of Conduct and Ethical Standards. Inappropriate language, dress, behavior will not be tolerated as well as crossing boundaries including borrowing money, or inappropriate conduct.

### Timely and Accurate Timesheet and Proper Clocking In/Out

All employees are required to use the Sandata/Santrax clock in/out system at the start and end of each shift as well as any breaks of service. Timesheets are also required to be submitted each Monday. Timesheets must have, correct dates, times, tasks recorded and proper signatures/initials. Employees will not be receiving pay unless policy, procedures and ethical reporting is being performed. **As of April 1<sup>st</sup>. . . No timesheet, No Clock in/out, No Pay!**

**Carie Jones**, Co-Owner/Credentialing and Compliance Director **Doussouba Kourouma**, Co-Owner/Administrator

## TRAINING

*A new course has been added to your training portal/page. **HIPAA & Confidentiality.***

*Please visit our web-page and your staff portal to view and take the HIPAA course.*

*If you have questions, contact Barbara Oleynick.*

**PLEASE TAKE A FEW MINUTES OF YOUR TIME TO COMPLETE THIS COURSE!**



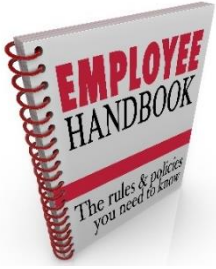
Apr 9 <sup>th</sup> – 8:45am-4pm	ABI/RA class	Konedu must register
Apr 12 <sup>th</sup> – 8:45am-4pm	RA 8-hour class	Konedu must register
Apr 26 <sup>th</sup> – 8:45am-4pm	RA 8-hour class	Konedu must register



**In the Spotlight** is a new feature of the monthly newsletter that will highlight or "spotlight" information, news, articles and stories that would have an impact on all of our employees and their families.

We also hope to "Spotlight" employees doing extraordinary things such as volunteering, celebrating achievements or reaching a milestone. We want to share good news, foster a work environment that will be a *positive, productive and pleasant place to work.*

*If you have something to share, please email to [koneduhomecare@yahoo.com](mailto:koneduhomecare@yahoo.com) or stop by the HR office to include in the next newsletter! 😊*



### Preventing Caregiver Injuries: How to Lift Safely

The most important aspect of preventing shoulder, neck, and back injuries is a proper lifting technique. To reduce chances of injury, when transferring patients, caregivers should:

- Make sure that feet are stable, and as close as possible to the person being lifted.
- Face the person to be lifted, slightly bend the knees and squat in preparation to lift. Hold in the abdominals and keep the back straight. This will add lifting strength and encourage additional power from legs and arms.
- Maintain a position as close to the person as possible so that excess strain is not placed on the back by leaning over.
- When turning a loved one from back to side, distribute weight equally between feet and try to avoid extended forward bending movements as much as possible.
- Point feet toward the person being lifted. If possible, place one foot in between the person's feet and one foot to the outside for optimal stability.
- Attempt to lift using a smooth, flowing motion, pushing upward with leg muscles.

When possible, alleviate awkward body positions while bathing, dressing and lifting a loved one. Avoiding twisting, bending, and stooping positions will help to alleviate strain not only on the spine, but also on muscles and joints.



**World Immunization Week**  
**Celebrated in the last week in April**  
**Protected Together: Vaccines Work!**



**World Immunization Week** – aims to promote the use of vaccines to protect people of all ages against disease. Immunization saves millions of lives every year and is widely recognized as one of the world's most successful and cost-effective health interventions.

Healthcare workers (HCWs) are at risk for exposure to serious, and sometimes deadly, diseases. If you work directly with patients or handle material that could spread infection, you should get appropriate vaccines to reduce the chance that you will get or spread vaccine-preventable diseases. Protect yourself, your patients, and your family members. Keep up-to-date with recommended vaccines. **Health care workers need to get screening for TB**

**(Tuberculosis) annually. Konedu Employees . . . make sure you are up to date. [1] ✓**

Ensure we are all protected through the power of vaccines. <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>



## **Cultural Differences? Or, are we really that different?**

Excerpts from the article: [Gregorio Billikopf, University of California](#)

**Stereotyping** can have intense negative effects, especially when we assume or when we fail to make attempts to involve those of other cultures! Or do not realize there may be something wrong when someone of a different ethnicity makes little eye contact with them. As we interact with others of different cultures, there is no good substitute for receptiveness to interpersonal feedback, good observation skills, effective questions, and some horse sense. There is much to be gained by observing how people of the same culture interact with each other. Don't be afraid to ask questions as most people respond very positively to inquiries about their culture. Ask a variety of people so you can get a balanced view. Making a genuine effort to learn about the cultural contributions of a society; learning a few polite expressions in another person's language; and showing appreciation for the food and music of another culture can have especially positive effects. These differences between cultures and peoples are real and can add richness (and humor) to the fabric of life. **People everywhere have much in common, such as a need for affiliation and love, participation, and contribution. When the exterior is peeled off, there are not so many differences after all.**

