



Konedu Home Care



"Cares About You"

Newsletter

January 2019



Happy New Year! Wishing Konedu Home Care employees and their families a new year filled with happiness, health and opportunities.

We are almost 100% compliant with our PCA training required by the Department of Social Services. We only have about 30 employees that need to complete. If you have not completed this mandatory training, you will be removed from your assignment until it is completed. Please see Barbara or Maria, the process is so easy making it very accessible for you to complete without having to come to the office.

Accrued sick time will now be available once you meet the eligibility requirements. Please speak with HR to understand how sick time works.

The Food Pantry will once again be accepting applications for food! Please contact Erica at 800-418-3299 at Ext. 4

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

TRAINING

Congratulations to 98% of the Konedu Home Care Staff who have completed the online testing for PCA compliance.

Only 7 people have not done so, and the goal is to make that happen by the end of the month.

Now, where we are falling short having all staff complete of the Skills portion with Claudette (our nurse)! If this is you, then contact Barbara to book your spot. We can only do 5 folks at a time so snag your spot in one of the following sessions: Tuesday 2/26 -1 spot left; Wednesday 2/27 – 4 spots left; and Tuesday 3/5 – 4 spots left.

If you haven't completed your PCA or PCA Skills training, please contact Barbara Oleynick to get your training in compliant!

Personal Care Assistant training is required by the Department of Social Services and will also satisfy your annual training which is required for all employees every year. If you have not completed your training, you will be removed from your assignment until you have completed the training and are in compliance.



Feb 8 th – 8:45am-4pm	RA 8-hour class	Konedu must register
Feb 20 th – 8:45am-4pm	RA 8-hour class	Konedu must register

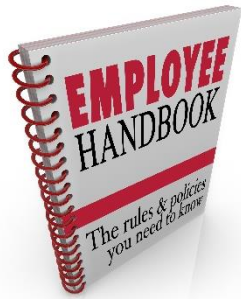
In the Spotlight is a new feature of the monthly newsletter that will highlight or "spotlight" information, news, articles and stories that would have an impact on all of our employees and their families.



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

or stop by the HR office to include in the next newsletter! 😊



Caregiver Code of Conduct & Ethics. As a Caregiver I will always . . .

- Treat my client with kindness and respect;
- Arrive at the client’s home on time or 5 minutes early;
- Follow the Plan of Care each day for my client;
- Maintain a clean and organized home for my client;
- Never leave my client unattended even if my relief is late and will call Supervisor;
- Address my client by their last name unless they say otherwise;
- Honor my client’s right to privacy and confidentiality including address & numbers;
- Keep my religious beliefs, political choices and personal issues private & respect theirs;
- Call 911 immediately when there is a medical emergency then call my Supervisor;
- I will not engage in financial transactions nor intimate relationships with clients & family;
- I will never use alcohol or illegal drugs;
- I will only use my personal mobile phone for calls & texts during rest & break times.



Health & Wellness

Keeping Healthy in 2019!



Caregivers must be constantly alert to the need for cleanliness. It is vitally important to prevent infections, both for you and the person you care for.

STOP the Spread of Infectious Disease

People usually refer to infectious agents as “germs”. These include bacteria, virus, and fungus. Examples of communicable diseases, which can be spread from one person to another, are colds, flu, respiratory infections (such as flu and pneumonia), gastrointestinal infections (which lead to vomiting and/ or diarrhea), and AIDS.

Various Factors Put a Person at Higher Risk for Infection:

- ◆ Poor nutrition
- ◆ Chronic disease
- ◆ Stress and fatigue
- ◆ Dehydration (not drinking enough fluids), and
- ◆ Poor personal hygiene—not washing hands, not keeping skin healthy.

Infection control means preventing the spread of disease from one person to another. There are some simple steps you can take to prevent spreading any disease you may have to an ill person, or to protect yourself from disease. Some of these are commonsense, for instance covering your nose when you sneeze or your mouth when you cough.

Other Actions You Can Take

Handwashing is the single most effective way to control infections and disease. You should wash your hands:

- Before and after caring for the person’s body, and after using the bathroom
- After you remove gloves or other protective clothing
- Before preparing food and after handling raw meat, poultry, or fish
- After eating or smoking
- Immediately after hand contact with blood or other body fluids or feces
- Frequently throughout the day

Wear Gloves

Wear disposable gloves if there is contact with body fluid. Wear household gloves for general cleaning activities.

Wear gloves when you might have direct contact with:

- ◆ Blood
- ◆ Infectious materials such as body fluids
- ◆ Mucous membranes
- ◆ Non-intact skin
- ◆ Surfaces soiled with blood or other infectious materials

Always wear gloves if you have open cuts, sores, or dermatitis on your hands. Use disposable gloves made of intact latex or intact vinyl. Don’t use gloves if they are peeling, cracked, or discolored, or if they have holes or tears in them.

Originally written and published by the Aging and Adult Services Administration Department of Social and Health Services, State of WA.

