




June 2018 Newsletter



Mark your calendars!

National Nursing Assistant Week is June 14th-June 21st.

Thank you for all that you do, not just today or tomorrow BUT every single day! Your hard work, kindness and diligence is appreciated by all of us at FirstMed Staffing.



NURSING ASSISTANTS
We're Better At What We Do
& It's All Because of *You*

Celebrating
**Nursing
Assistants
Week**
June 14-21, 2018

May Employees of the Month



Kim Walker, LPN

Kim Walker, LPN, has worked with FirstMed since June 2017. She has been incredibly reliable, goes above and beyond to help service our client facilities. She's a great team player, always going the extra mile and has been an asset these past 6 months. Way to go, Kim, we appreciate you and all of your hard work!



Mercedes Archer, CBRF

Mercedes Archer, CBRF, has been with FirstMed since February 2018. She has demonstrated flexibility by frequently picking up shifts, often times at facilities far her home. Mercedes is punctual and upbeat, making her a great addition to our team. Thank you, Mercedes, for your dedication!

Reminders

- The calendar access account is a super useful tool not only to mark your availability and view your scheduled shifts, but also to review your credentials and their expiration dates. All testing, skills checklists, TB tests, flu shots or flu decline forms, and BID forms are an annual requirement. Your licensing, BCLS, and ACLS expire dates will vary, but that info can be found here also.
- If you need to cancel a shift for any reason, be sure to call our office number directly at 262-746-6900. If it's after hours, the call will automatically transfer to whomever is on call. **DO NOT** send an email, a text, or call any of our work cell phones directly.
- If you are running late to a shift, it is important to contact our office **BEFORE** the shift's start time. That way we can notify the facility. Keep in mind that for every tardiness, your loyalty bonus will reset.
- Remember that if you accept a shift, you must stay committed to that shift. You may not switch shifts for any reason, or decide you'd rather go to a different facility. Our clients, their staff, patients, and residents rely on us - and you- to be at the shifts you agree to.
- Timecards are due by ***8am Monday morning***. If you have already worked this week and have your approved timecard just waiting to be sent in you don't have to wait until Monday, send it in immediately to help us get a head start on next week's payroll!
- ***Timecards can be faxed to 262-746-6901 and/or emailed to***

- All timecards must be signed by a supervisor at the facility otherwise we can not pay you for the shift.

The first day of Summer is June 21st, 2018!



Sincerely,

Michelle, Nicole, Shay, Myesha & Candace
The FirstMed Team

