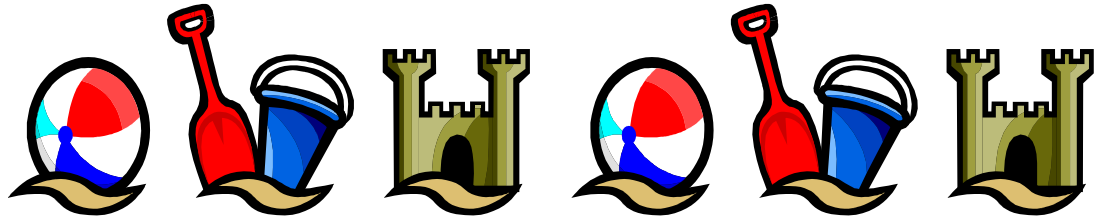




610-359-1649



# PENNSYLVANIA AGENCY OF NURSES

*“A Hallmark of Tradition and Service Since 1987”*

**Celebrating 21 Years of Service**

[www.pennsylvaniaagencyofnurses.com](http://www.pennsylvaniaagencyofnurses.com)

**E-Mail: [panurses@verizon.net](mailto:panurses@verizon.net)**

**Phone: 610-359-1649**

*August 2009*



## Client Corner (Updated)

**We all need to work together~ Communication and Cooperation are the keys!**

- Aides are to bring their own food for appropriate mealtimes during their shift.
- You are entitled to the pink copy of the time card you sign for your aide's shifts.
- **Please do not sign your aide's time card before the end of his/her shift. Do not sign a blank time card!**
- **If you need a schedule change, please call the PAN office, NOT your aide. All changes need to come through the office due to billing and payroll issues.**
- If you decide to have your aide leave early, call the office to let us know. Your aide is **NOT** permitted to request time off directly from you. **All requests for time off must be through the office.**
- Aides are not permitted to drive you in their own car or use their car for any reason during a scheduled shift.
- **FOR YOUR PERSONAL SAFETY.....** if your aide does not show for his/her scheduled shift, or is late, **PLEASE** call our office at 610-359-1649 or PAN's On Call Coordinator, if it is after office hours, at 610-247-1380.

## *Reasons to call the PAN Office*

- Your condition changes
- You will not be home when your caregiver is scheduled to be there, for example....you are admitted to the hospital, have unexpected appointments, or a family member/friend is looking after you for the day.
- You feel your caregiver is not needed and can leave early, which is fine, but must be cleared

## Helpful Tip

**Make a list of your medications and how you take the medication.**

**Note your primary doctor's name and phone number.**

**List an emergency contact number.**

**List your known medical allergies.**

**List any pertinent medical conditions.**

**Keep a copy of this in your wallet/pocketbook. Give a copy to your family members. In case of a medical emergency, this information is so important to help**

## Congratulations!

**10 Year Anniversary**

**with PAN**

**Zakiyyah B.**

## **VACATION-VACATION-VACATION**

**All vacation and time off requests need to be IN WRITING. Please give at least two weeks notice for any vacation requests.....Thank you-**

## Training Test

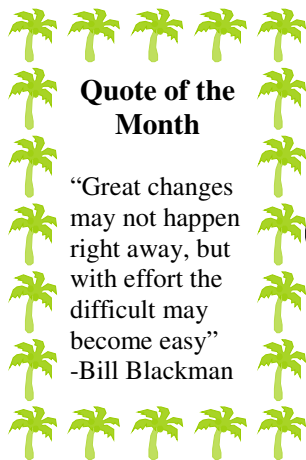
**EMPLOYEES:**

- Send back your training test early and be entered in PAN's monthly raffle.

**NEXT TEST: August 7th. Look for it in your paycheck envelope!!!**

**The training test winner gets a prize, plus the winner's name is published in our monthly newsletter.**

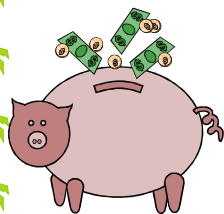
**The winner for the month of July was: Johanna E.**



### Quote of the Month

“Great changes may not happen right away, but with effort the difficult may become easy”  
-Bill Blackman

### Direct Deposit



**Employees, Are you tired of waiting for your check in the mail? Is your bank closed by the time you get done working? Did you know that it is cheaper to spend \$0.90 per week for direct deposit than it is to use the check cashing service?? *It's not too late to sign-up for direct deposit. Just call the office and request a Direct Deposit form!!!***

\$0.90 per week for direct deposit than it is to use the check cashing service?? *It's not too late to sign-up for direct deposit. Just call the office and request a Direct Deposit form!!!*



### August Birthdays

- Cierra A.
- Ruby B.
- Zakiyyah B.
- Sharda C.
- Torrie C.
- Akanke G.
- Kira J.
- Sunday M.
- Joanne S.
- Latanya S.

### Blueberry Muffins with Cinnamon Sugar Topping

- 1/2 cup butter, softened
- 1 cup sugar
- 2 eggs, beaten
- 1/2 cup milk
- 2 cups flour
- 2 teaspoons baking powder
- 1/2 teaspoon salt
- 1 teaspoon ground cinnamon
- 1/4 teaspoon ground nutmeg
- 2 cups fresh blueberries, (may use frozen)
- 2 tablespoons sugar, for topping

In medium mixing bowl, cream together butter and sugar. Add eggs and mix well; stir in milk. Combine dry ingredients and add to the mixture; stir to combine. Gently, fold in blueberries. Fill greased muffin cups About 2/3 full. Sprinkle tops with a little sugar. Bake in a preheated 375 degree oven for about 20 minutes, or until lightly browned. Makes about 12 muffins.

### SUMMER HEAT HEALTH TIPS FOR SENIORS

- **What's The Hurry?** -- Summer should be enjoyed, so why rush? The faster you move the more your body heats, especially in warm weather. Slow down.
  - **Cool Shades** -- Plan outdoor activities for cooler early morning hours. Look for shaded areas such as a covered porch or under a tree to enjoy an activity. Heat can impact seniors as easily indoors as it can outdoors, so be sure air conditioning is used. Lower shades to keep light and heat out. Open windows and be sure to cross-ventilate a room by keeping inside doors open when air conditioning is unavailable. Consider visiting or volunteering at a place with air conditioning on hot days.
  - **A Need to Scream for Ice Cream** -- Ice cream, popsicles and other frozen treats are refreshing on a warm day. Also, drink plenty of water, juice and sports drinks while avoiding caffeine. Eat cool or cold foods such as sandwiches and salads. Fresh vegetables and fruits generally contain water too and can help hydrate while offering a healthy snack. The key is to stay hydrated.
  - **Hot Fashion to Stay Cool** -- Wear lightweight and loose fitting clothes. Lighter colors and cotton materials are best for warm weather. Wear U/V skin protection while also donning a wide-brimmed hat or use an umbrella to protect from overexposure to the sun.
  - **Consult Your Doctor** -- Signs of dehydration or heat exhaustion are less pronounced in seniors due to aging, certain medications and chronic conditions. Speak with a doctor about how these circumstances could change your body's ability to manage heat.
  - **What If** -- Signs of heat exhaustion include fatigue, weakness, nausea, heavy sweating or no sweating, rapid pulse, confusion or fainting. Immediately move seniors exhibiting these signs to a cool place and provide cool water or juice. Apply cool compresses and call for medical assistance if necessary.
- Common sense tips to beat the heat can help seniors and all of us; however, frailer seniors living alone should have someone look in on them during hot weather. Family caregivers, neighbors and friends are

### PAN'S EMPLOYEE CONSTANT CORNER (UPDATED)

- All changes in your schedule must be cleared through the office first, **NOT** with your client. You are **NOT** permitted to ask your client for time off or to leave your scheduled shift. All time off requests must be in writing and submitted at least two weeks in advance. You **MUST** contact the office.
- Pan employees are to bring their own food for appropriate mealtimes during their shift. They are not permitted to eat the client's food.
- PAN employees are **NOT** permitted to use their cars to drive clients anywhere during their scheduled shift.
- **ALL Call Outs are accompanied by a warning.**
- No personal cell phone use while at a client's house
- **Time Cards are due in the PAN Office on or before Monday @ 12:00 PM. NO EXCEPTIONS....LATE TIME CARDS WILL NOT BE PROCESSED AND YOU WILL NOT RECEIVE A CHECK UNTIL**
- Falsification of time cards is grounds for immediate termination.
- Call PAN office with all changes to addresses and telephone numbers.
- We must have a working phone number in order to reach you.
- Employees are not to accept gifts or money from clients.
- All employees are required to wear a uniform.