



"A Hallmark of Tradition and Service Since 1987"
www.pennsylvaniaagencyofnurses.com

PAN wants to extend congratulations to family and friends who have relatives graduating this season. Warm wishes for a wonderful and bright future!!!

June 2009

What Makes A Dad

God took the strength of a mountain, The majesty of a tree,
The warmth of a summer sun, The calm of a quiet sea,
The generous soul of nature, The comforting arm of night,
The wisdom of the ages, The power of the eagle's flight,
The joy of a morning in spring, The faith of a mustard seed,
The patience of eternity, The depth of a family need,
Then God combined these qualities, When there was nothing more
to add, He knew His masterpiece was complete,
And so, He called it ... Dad

~Author Unknown~

Happy Father's Day from PAN!!

PAN May Employee of the Month:
Nina I.



June Days

Sunday, June 14, 2009 Flag Day

Sunday, June 21, 2009 Fathers's Day

July Days To Look Forward To

Saturday, July 4, 2009-Independence Day



Happy Father's Day

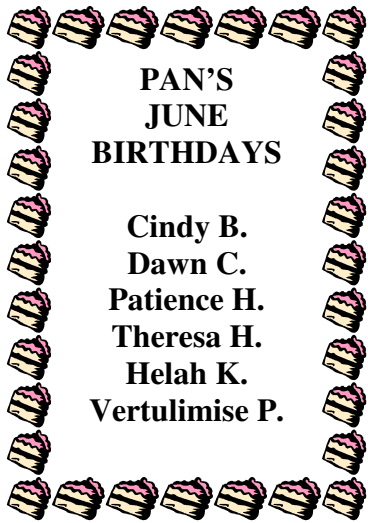
Quotes of the Month
Success

"It takes time to succeed because success is merely the natural reward for taking time to do anything well"
~Joseph Ross

"No one succeeds without effort... Those who succeed owe their success to their perseverance"
~Ramana Maharshi

When clients should 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 through the office first.
- You have had a fall
- *Your aide does not arrive when scheduled*



**PAN'S
JUNE
BIRTHDAYS**

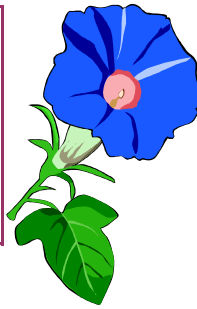
**Cindy B.
Dawn C.
Patience H.
Theresa H.
Helah K.
Vertulimise P.**

The Training
Guide Winner
for May is:
Ophelia P.

* Don't forget to send in your completed training guides by the end of each month to be entered into the drawing.

Q. What are the transportation options for persons with disabilities in Philadelphia?

A. Contact Septa ParaTransit Customer Service at 215-580-7145 to obtain an application form for a ParaTransit identification card.



Client Corner (Updated)

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

- **All staff 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 employee's shifts.
- **Please do not sign your employee's time card before the end of his/her shift.**
- If you need a schedule change, please call the PAN office, NOT your employee. **All changes need to come through the office due to billing and payroll issues.**
- If you decide to have your employee leave early, call the office to let us know. Your employee is not permitted to request time off directly from you. **All requests for time off must be through the office please.**
- Employee's 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 employee 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.

**PAN's Employee CONSTANT CORNER
(Updated)**

- **Pan employees are to bring their own food for appropriate mealtimes during their shift.** You are not permitted to eat the client's food.
- **PAN employees are NOT permitted to use their cars to drive clients or themselves anywhere during their scheduled shift.**
- **ALL Call Outs are accompanied by a warning.**
- **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.
- **No personal cell phone use** while at a client's house.
- **Time Cards are due in the PAN Office on or before MONDAY at 12:00 PM.**
- **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.

“Work ethic” could be defined as the belief that one should work diligently, beyond minimum expectations, striving for excellence in every aspect of the labor. This belief, along with resulting similar actions by a worker, makes for an employee that any supervisor would be pleased to have.



**NEWSLETTER INFORMATION
For Employees of PAN**

If you are interested in receiving a copy of the newsletter with your check, please let the office know. These will not automatically be sent out.

If anyone has some announcements of special personal celebrations for the newsletter please let us know! We always like to hear the good news~

Clients please feel free to call in with information also.