

Wellness Bytes	2
Let's Meet: "From Cashier To Nurse"	3
Public Relations Corner	5
Staff Highlight	5
HR & You	6

Leading by Example: Health Staff Enthusiastic About **Regular Physical Activity**



Staff and community members from Clarendon demonstrate their physical activity moves.

Aligned with the Ministry of Health's 'Jamaica Moves' campaign, which Mr. Bent added that the SRHA is working on the promotes healthy lifestyle habits among Jamaicans, the Southern Regional Health Authority (SRHA) is providing resources and support to its staff in the parishes of Clarendon, Manchester and St. Elizabeth, to promote regular physical activity and healthier diets.

Regional Director of the SRHA, Mr. Michael Bent said it was imperative for health workers to not only teach healthy living but to exemplify it in their everyday lives. He added that he was pleased that the staff members have been enthusiastic about the regular physical activity sessions, which are held four days each week, in each parish within the region.

"Each parish within the region has been provided with a physical trainer who engage the staff in these physical activity sessions. The sessions are rotated between facilities, in an effort to reach staff who may not be able to travel to other facilities. We also encourage community members to participate in the sessions" Mr. Bent explained.

The Regional Director noted that though physical activity requires little or no resources, and can be achieved in various forms and be done in any setting, staff have access to exercise tools, to boost their interest. He added that staff nutritionists also assist staff members with meal plans and information regarding healthier diets.

development of a Family Wellness and Therapeutic Park which will be used as a prescription for healthy lifestyle practices and will be replicated in the parishes of Manchester, Clarendon and St. Elizabeth.

According to SRHA Regional Health Promotion and Education Officer, Mrs. Faith Lyttle, the Authority has also embarked on a wellness programme, which has engaged 45 persons from workplaces and communities in the parishes of Clarendon, Manchester and St. Elizabeth for one year. She added that the programme will incorporate physical activity and proper nutrition as a prescription for healthier lifestyles and is also part of the Health Ministry's target to reduce the mortality rate associated with non-communicable diseases by 25 percent by 2025.

The Ministry of Health urges Jamaicans to engage in a minimum of 30 minutes of moderate exercise daily, which helps to prevent and control non-communicable diseases.

Wellness Bytes:

"Physical Activity & Water - A **Healthy Combination**"

It is important to drink plenty of water before, during and after any form of physical activity. Water is necessary for hydration, that is, to maintain the fluid level in the body. You should drink water on a regular basis to maintain a healthy body.

Credit:

Ministry of Health

Benefits of Water during Exercise

- Helps to maintain adequate fluid in the body
- Keeps the body cool
- Prevents muscle fatigue .
- Aids in quicker recovery after workout

How to ensure that your body has enough water

Drink water before you feel thirsty



Drink cool water as it helps to lower body temperature

less

- Do not skip water stations if you are running a race
- Carry a bottle of water and drink it
- Weigh yourself before and immediately after exercise and replace each pound lost with 2 cups of water

How to tell if you are dehydrated

Body Spirit

Dehydration means your body does not have as much water and fluids as it should.

Signs of dehydration are:

- Increased thirst
- Dry lips, mouth and skin
- Headaches
- Difficulty breathing, dizziness, weakness
- Increased body temperature
- Increased breathing and pulse rate
- Dark coloured urine / infrequent urination .
- Mental confusion
- Constipation .
- Restlessness / Lethargy
- Wheezy breathing





Sylvia Reid-Patch

Registered Nurse Chapelton Community Hospital

"From Cashier To Nurse"



At a time when nurses are challenged to give of their

best, do what is right at all times and go beyond what is expected of them, Sylvia Reid-Patch is determined to provide exceptional care to those she serves daily.

In April 2000, Nurse Reid-Patch joined the team at the Chapelton Community Hospital in Clarendon as a Cashier, however, her passion to help and care for people propelled her to pursue studies to become a Registered Nurse, and in 2007 she was granted study leave to pursue this dream. She later rejoined the hospital team fulltime in 2011, where she continues to provide notable nursing care.

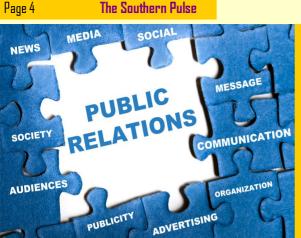
As a nurse who operates in the Outpatient Clinic and Observation Ward, Nurse Reid-Patch explains that some of her responsibilities include educating patients and their families; providing nursing care; observing and recording vital signs and symptoms; interpreting and administering prescriptions; performing nursing procedures and providing personal care and support to patients among other tasks.

Guided by the belief "I can do all things through Christ who strengthens me", Nurse Reid-Patch believes that the sky is the limit and so she wants to excel to the highest point in the nursing profession. Her tenure with the Chapelton Hospital has had its challenges, but she notes that it has been fulfilling as she has been able to achieve her dream of becoming a nurse, an achievement which she is proud of.

Nurse Reid-Patch believes that patients should be treated with utmost care at all times and so she is encouraging her colleagues to always put themselves in the position of the patient and "provide the care for them that you would want for yourself."

A Christian, who tries to seek direction from God, this dedicated nurse describes herself as caring, loving, passionate, tender-hearted and humble. She tells the *Pulse* that her favourite actor is Jamaican Dahlia Harris and she enjoys selections from singer Kessa Peart.

If you were to pay her unexpected visit at home on the week, this lover of baking and decorating, would be found doing house chores.



PUBLIC RELATIONS

CORNER

"The deliberate, planned and sustained effort to establish and maintain a favourable public image of an organization"

"How to Address Former Governor Generals"

Yours sincerely (semi-formal) **Former Governors-General** Former Governors-General are usually styled 'The Most Honour-[Signature] able Sir'. They would not however, be styled as 'His/Her/Your Excellency'. The formal Mode of Address is in: His wife is referred to as 'The Most Honourable Lady Cooke'. Writing: Writing: The Most Honourable Sir Howard Cooke, ON, GCMG, GCVO, The Most Honourable Professor Sir Kenneth Hall, ON, GCMG, CD OJ [Address] [Address] **Opening Salutation: Opening Salutation:** Dear Sir/Madam (formal) 'Dear Sir/Madam (formal) Article continues:http://opm.gov.jm/1-devon-rd/protocol/how -to-address-former-governors-general/ Yours faithfully (formal)



TIME FOR PEACE

The face of the world is cast in shadows hiding its tears, Its blood drained cheeks paled by the decadence of the years. The contentious fires of hate fueling this senseless fight, Saddens the day, builds barriers of doubt and obscures the light.

The cruel hand angrily ties a little dog to some tree, Until his broken spirit whines in its longing to be free. The innocent cries of infants for that tender loving care, Breaks the heart, just knowing you could ever leave them dying there. The land lays bowed in darkness as no eyes want to see, And deaf ears will not hear the bell or the beggar and his plea. The heart can never share its love if the door's forever closed, And two can never share a walk if they always stand opposed.

Pour down now sweet showers of hope and wash all these tears away,

Let the sunshine warm the springs of love in human hearts today.

Come now all together let the guns of war forever cease, Then at last throughout the world there will be everlasting peace.

Verrol K.M. Ebanks, 1995

Assistant Internal Auditor, SRHA Regional Office

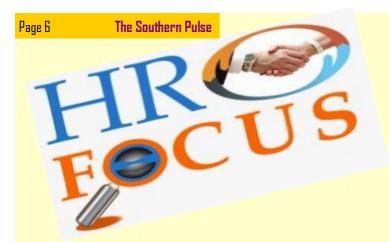
Staff Highlight

Mandeville Regional Hospital Hosts Inaugural Sports Day

The Mandeville Regional Hospital hosted its inaugural Sports Day on August 1, which featured several activities including: cheerleading, aerobics, domino, football and netball competitions, egg and spoon races, bun eating contests and ginger beer drinking competitions. The Accident and Emergency Team emerged winners on the day.

Please see below photographic highlights.





HR And You:

"EMPLOYEE RECORDS"

to the Human Resource Division for inclusion in the employee's file;

iii) Employees are to be notified of the addition of any and all new information/documents to their files.

iv) Employees shall ensure that their records are kept current by notifying the Human Resource Division, in writing of any changes in circumstances such as academic achievements, change of address, marital status, next of kin, beneficiary, etc;

v) Any addition of information/documentation to the file by an employee must be done through the appropriate authority in the Human Resource Division;

vi) The removal of any information/documentation from the file, by an employee, can only be done through, and with the permission of the appropriate authority in the Human Resource Division;

vii) An employee's file shall not be removed from the Human Resource Division except by authorized officers and with the permission of the Permanent Secretary/ Head of Department.



We welcome your input, please submit your articles and feedback to:

Latoya Laylor Brown, Public Relations & Advocacy Officer

Email: latoya.laylor@srha.gov.jm

Deadline: September 29, 2017

2.1 EMPLOYEE FILE

A file shall be created when an employee starts working within the Public Service regardless of the type of employment. Standard documentation to be placed on the file includes:

- a) The letter of application and/or completed application form;
- b) Record of employee's performance in the selection process;
- c) Proof of age, qualification, marital status;
- d) Report of medical examination(s);
- e) Documentation of reference checks;
- f) Letter(s) of appointment
- g) Personal information (next of kin, emergency contact numbers, special needs and/or circumstances, etc);
- h) Leave application and permission letters;
- i) Copies of performance evaluation
- j) Copies of training and development plans;
- k) Copies of certificates, results of training and development activities, citations, awards, etc;
- I) Record of changes in salary, benefits and allowances.
- m) Copies of any disciplinary actions against the employee;

2.2 MAINTENANCE OF RECORDS

i) All employee records are to be kept in the Human Resource Division of the Ministry or Department under conditions which ensure security and protection from hazards (water, fire, etc).

ii) Any change in the employee's status must be duly noted in a timely manner and added to the employee's file. Supervisors shall ensure that all letters, memoranda, and documents related to an employee are sent