

SEPTEMBER 2019



The Southern Pulse

Inside This Issue

In the News	2
Let's Meet: Reliable and Efficient Selma Williams	4
Wellness Bytes	5
Disaster Preparedness Tips	6
HR Focus	7

Healthy Ageing Starts Now- Health Team Focuses on Healthy Ageing



A section of the audience participates in a physical activity segment at the celebration of Caribbean Wellness Day hosted by the Manchester Health Services, which focused on the theme, “Healthy Ageing...Healthy Ageing Begins Now”. The health team used the day’s event at the Porus Health Centre in Manchester on Thursday, September 26 to educate scores of persons, particularly the elderly on the importance of healthy ageing. The celebration focused on improving the quality of life of the ageing population, mainly through physical activity, healthy eating, mental and dental assessment and screening for non-communicable diseases. The participants received free blood tests and medical checks.

Acting Parish Dental Auxiliary Coordinator, Faith McDonald-Bicknell makes a presentation on the importance of dental care to the process of healthy ageing. She made the presentation at the celebration of Caribbean Wellness Day hosted by the Manchester Health Services, which focused on the theme, “Healthy Ageing...Healthy Ageing Begins Now” on Thursday, September 26 at the Porus Health Centre in Manchester.

Other presentations in the areas of non-communicable diseases, sex and behavior change, nutrition and exercise which impact healthy ageing were also focused on. The other members of the panel are: (left to right): Public Health Nurse at the Manchester Health Department (MHD), Grace Robinson; Senior Health Education Officer at the Ministry of Health and Wellness, Charmaine Plummer; Nutritionist at the MHD, Alice Carney; Targeted Intervention Officer at the MHD, Judene Miller and Mental Health Nurse from the MHD, Nicola Williams.



In The News: Southern Regional Health Authority

Bridge of Life Continues to Boost Dialysis Services at MRH

Non-profit organization, Bridge of Life (BOL), based in the USA, has been partnering with the Mandeville Regional Hospital (MRH) since 2011, providing support in areas of: the dialysis clinic expansion, staff training, as well as an annual surgical mission to provide fistula access surgery for dialysis patients.

The mission was spearheaded by Dr. Varunesh Chand, Mrs. Marika Davis-Miller of the MRH, Blossom Laidlaw, Coordinator Annual Fistula Surgery Mission, and Sara Hendren, Bridge of Life, Senior Programme Director.

This year 37 clients received their fistula creations, in addition to counselling and sensitization sessions. Staff members were trained in areas of: dialysis access, infection control, signs and symptoms of infection, steal syndrome, CVC care and access malfunction. The MRH team also hosted an appreciation ceremony for the team. They were given tokens for their invaluable service.

Please see below highlights.



Dr. Ozaki (left) and other team members performing a fistula surgery.



Members of the team smile for the camera.



ORT Chantiloupe (left) and Dr Ozaki after completing a surgery.



From right – Nadine Nelson-Smith (Acting Nurse in Charge- Renal Unit), Dr. Everton McIntosh (SMO), Janelle Ramos (Team Leader- BOL), Alicia Kennedy (Preceptor- BOL), Marcia Francis (Acting CEO), Arlene Chantiloupe (Deputy Matron), and Isabel Garcia (Preceptor- BOL) smile for the camera.



Members of Bridge of Life Team are pictured here with their plaques along with the Acting CEO, the SMO and Deputy Matron.



Dr. Everton McIntosh, SMO (right) presenting a gift to Janelle Ramos, team leader for BOL Mission 2019.

Post Mission Dinner with Dr. Varunesh Chand (second row, second left) and all members of BOL who volunteered for the Jamaican Mission 2019.



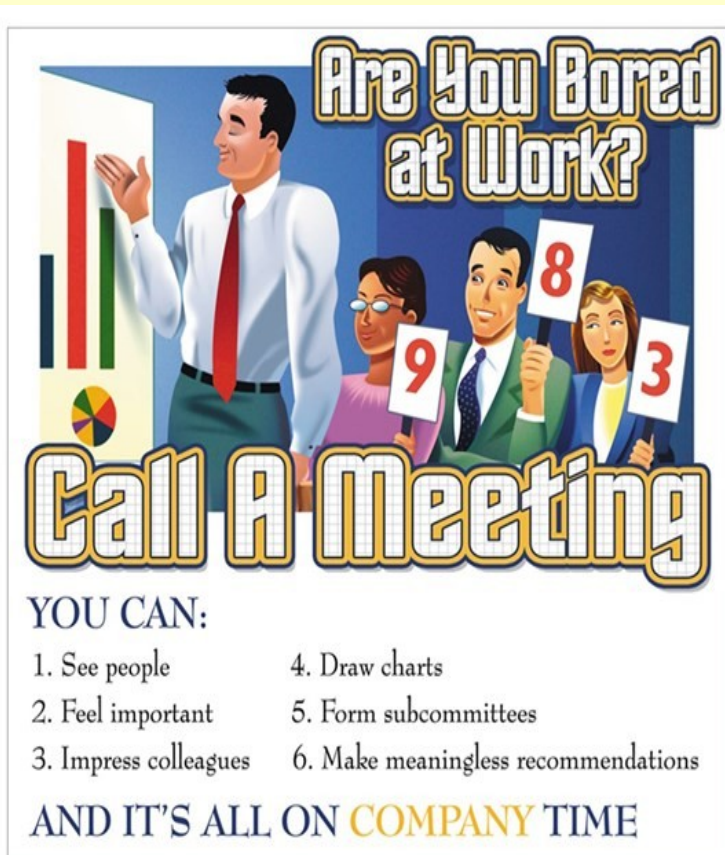
Thank You

Thank you Dr Owen James for your yeoman service to the Mandeville Regional Hospital as Chairman of the Infection Control Committee. We unreservedly recognise that your almost two decades of guidance has made the institution much better at infection control management through your methods of instruction and guidance.

We thank you for sharing your knowledge for the benefit of this institution and beyond.

God Bless you Dr James.

Alwyn Miller
CEO
Mandeville Regional Hospital



The Lighter Side





Selma Williams

**Administrative Assistant
St. Elizabeth Health Department**

“Reliable and Efficient Selma”



With 25 years of combined service to primary and secondary care, Administrative Assistant Selma Williams, stationed at the St. Elizabeth Health Department knows the importance of reliable and efficient productivity, and personifies just that.

As Administrative Assistant to the Parish Manager and Medical Officer (Health), some of her responsibilities include: providing secretarial support to her supervisors, preparing and distributing minutes of meetings and preparing the final draft of the parish disaster preparedness plan.

She relates that other duties include: maintaining files; managing and maintaining an efficient filing system and ensuring that the production of reports and other documents are adequately presented in a professional manner and in line with the organization’s procedures.

Describing her experience working with the Southern Regional Health Authority as great, Selma believes in blooming gracefully, “wherever life plants you”.

She adds that she is inspired to do her best by her daughter, family and managers.

Described by others as accommodating, reliable, efficient and caring, Ms. Williams has learnt many life lessons, including the importance of hard work and perseverance. She notes that “good things don't come easy.”

As a recipient of several awards including the Managers Award for Excellence in 2016 and Worker of the Year award for 2018, Ms. Williams is encouraging her colleagues to “seek new knowledge, learn something new every day and be grounded in your vision and aspirations.”

If you were to visit Selma unexpectedly on a weekend, you would find her doing household chores and perhaps listening to music from her favourite singer Celine Dion.

Wellness Bytes

"Dengue"

Credit:
Ministry of Health



Health & Wellness

Dengue is an infection caused by a virus spread by the bite of an infected Aedes mosquito. There are four dengue viruses- called Dengue Type 1, 2, 3, and 4. You can only be infected by each "type" once in your lifetime.

Symptoms usually identified with Dengue Fever are:

- ✓ Sudden onset of fever
- ✓ Headache
- ✓ Pain behind the eyes
- ✓ Muscle pains
- ✓ Bone or joint pain
- ✓ Skin rash
- ✓ Vomiting or the "feeling to vomit"

Severe Dengue

Person with Severe Dengue may have all the symptoms of Dengue fever in addition to:

- ✓ Severe belly pain
- ✓ Persistent vomiting
- ✓ Bleeding from the mouth, nose or other unusual places
- ✓ Bloody or black, sticky stool
- ✓ Feeling faint
- ✓ Low energy or restlessness
- ✓ Small bleeding spots under skin
- ✓ Shortness of breath or difficulty breathing

What to do! If you feel you have Dengue Fever:

- ✓ Visit your health centre or doctor and follow instructions given carefully
- ✓ Rest
- ✓ Drink a lot of fluids
- ✓ Use Paracetamol pain killers ONLY
- ✓ DO NOT TAKE other pain killer, such as Aspirin, Ibuprofen and other anti-inflammatory drugs, as they may increase your risk of bleeding.

Dengue Prevention:

- ✓ Stop Aedes mosquito breeding by looking for anything water can settle in and
- ✓ Cover it
- ✓ Keep it dry
- ✓ Clean regularly
- ✓ Fill it with soil or sand
- ✓ Punch holes in it
- ✓ Recycle or dispose
- ✓ Avoid being bitten by mosquitoes
- ✓ Use insect repellent containing DEET, IR3535 or PICARIDIN
- ✓ Use mosquito nets
- ✓ Use mosquito destroyer
- ✓ Put screens on window and door
- ✓ holes in it
- ✓ or dispose
- ✓ Take community actions

Community members must work together to prevent Aedes breeding in their community.

Disaster Preparedness Tips

"Landslides"

Credit:
Office of Disaster Preparedness and Emergency Management



Landslides are the most common natural hazard in Jamaica. Nevertheless, when natural disasters are mentioned, most people think about earthquakes, hurricanes or flooding rather than landslides.

Even the historic records seem to indicate that landslides are less important than earthquakes, hurricanes or floods. In fact, they are often overlooked and forgotten because they frequently coincide with other disasters by which they are often triggered. Port Royal, for example, was almost wiped off the map when a major landslide triggered by the 1692 earthquake took a large part of the town below sea level.

Most people tend to regard landslides as accidents, as something that only happens to others because, in comparison with earthquakes, hurricanes and floods, landslides affect relatively small and sharply delineated areas.

Landslides often move so slowly that even the people living in the affected area are not aware of it. They might only notice that from time to time, especially during or shortly after unusually wet periods, cracks develop in the walls of their dwelling. After a while they fix these cracks and forget about it.

Facts About Landslides

The driving force behind all landslides is gravity. A landslide will occur when the gravitational pull increases when weight is added to the rock mass, for example, building on it or when the rock becomes saturated with water. The strength of a rock mass can be reduced by weathering, earthquakes, etc.

Landslides occur for a variety of reasons. They often occur as a result of natural phenomena but human activity can also be a factor:

1. Vibrations from earthquakes can trigger a landslide.
2. Water logging due to heavy rains can saturate the top

layers of unstable soil and cause them to slide downhill.

3. Human activity such as deforestation, vegetation removal, construction of roads, and construction of buildings on steep slopes may also lead to land slippage.

Landslides may move very slowly from a few centimetres per year to a sudden, total collapse or avalanche.

Landslides may travel just a few metres to many kilometers in the event of mudflows.

Landslides can be deadly. They destroy houses, cars, water mains, gas pipes ... anything in their path.

Landslides and mudflows can strike without warning, trapping or burying people.

SUBMIT AN ARTICLE

We welcome your input. Please submit your articles and feedback for the September edition to:

Latoya Laylor Brown, Public Relations Officer

Email: latoya.laylor@srha.gov.jm

Deadline: November 7, 2019

Like and follow us:

Facebook: [southernregionalhealthauthority](https://www.facebook.com/southernregionalhealthauthority)

Instagram: [southernregionalhealthJA](https://www.instagram.com/southernregionalhealthJA)

Twitter: [JaRegional](https://twitter.com/JaRegional)



HR And You:

"EMPLOYEE FILE"

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;
- l) 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 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.

2.3 SERVICE RECORD

i) In addition to the other information on the employee file, a service record is to be kept, which shall note relevant changes to an employee's status (promotions, transfers, salary changes, etc);

ii) Upon any movement of the employee within the Civil Service, the original of the employee's Service Record with entries properly completed and certified must be forwarded to the Head of the Human Resource Division in the new organization, and a copy provided to the employee.

2.4 ACCESS TO PERSONAL FILE

i) An employee shall have the right to access and view his/her own personal file, and make copies of any document upon request to the Head of the Human Resource Division.

ii) Any access, viewing or copying shall be done in the presence of suitably authorized personnel within the Human Resource Division.

Credit: Staff Orders for the Public Service