



Employees - Notes History

Monday, September 14, 2020

This report contains a complete Notes History for a selected Employee.

Allen, Benjamin

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
03/28/2016	Addressed concern regarding pulling up shirt while at Felix	Smith, Jennifer

Number of Notes for Category: 1

Special Note

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
11/23/2016	Discussed the Canvas house pager and expectations about its use.	Johnson, Robert

Number of Notes for Category: 1



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Amal, Felix

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
05/09/2018	Commendation	Wright, Shawn

Number of Notes for Category: 1

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
01/03/2018	Tardiness Counseling	Wright, Shawn

Number of Notes for Category: 1



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Antoine, Frank

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
08/10/2016	Your negative demeanor shift from about 4 months ago, now you have a great attitude. Your initiatives/ dedication has changed from being ok to good standing. I want you to keep it up. Job well done in TS/RC floor project on 2nd floor.	Billson, Adriana

Number of Notes for Category: 1

Special Note

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
08/08/2017	On 7/31/17, Frank, Jerry and Timothy did a floor project/ETS in school district in break room and Locker room. The quality didn't come out to our expectations. There was imperfections all over the place. On 8/04/17, Kevin and I had one on one with Frank regarding the imperfection/poor quality outcome and his responds was that the room was too hot and he did the majority work by himself. we shared with him our expectations moving forward. that he needs to improve on his quality vs. quantity.	Amal, Felix

Number of Notes for Category: 1



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Frisson, Hannah

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
07/10/2020	Helped with D/C in the ED	Lucier, Chris

Number of Notes for Category: 1



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Melele, Berkena

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
09/13/2018	/kjh;kjhk	Wright, Shawn

Number of Notes for Category: 1

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
08/31/2016	Rounded through common areas with both Berkena and Wal. Pointed out wall and door spots, dust on window ledges and carpet edges and corners. Set expectations.	Billson, Adriana
06/12/2016	11:07-16- PM Got inform from Tomas that in WMMH D waiting area didn't get vacuume. Tomas and I went to check it out. We walk into the D area, start waking down towards the D waiting area; notice that Werenh just coming out of the EVS closet. Then I asked him if he already completed vacuume the waiting area, and he stated no. I told him to please vacuume the area before departing for the night. His response was I have no more time and he couldn't. I told him it's needs to get done before his he leave.	Billson, Adriana
06/12/2016	Not logging out prior to leaveing for the night.	Billson, Adriana

Number of Notes for Category: 3



Employees - Notes History

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Bilazniak, John

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
03/22/2016	John was very helpful with the breakdown and reset of the crossroads conference room after Marsha Morgans retirement party	Billson, Adriana
02/17/2015	John has excellent attendance. He made it in during inclement weather 02.16.15 & 02.17.15	Billson, Adriana

Number of Notes for Category: 2

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
02/16/2016	Coached John on not entering offices when occupied with staff and a patient	Billson, Adriana
02/15/2016	Staff raised concern about John Entering the office during clients sessions	Billson, Adriana
11/04/2015	Coached John on having a drink on on his EVS cart	Billson, Adriana
10/21/2015	Coached John on Third floor trash liner process in reception area. Remove trash after all staff have left for the night	Billson, Adriana
07/07/2015	Addressed John on the third floor staff concern on his demeanor towards them and talked through how to respond appropriately	Billson, Adriana
07/06/2015	Addressed John on his instant coffee found at the desk on third floor - discussed drinks are only for breaks and clean up after ourselves	Billson, Adriana
02/24/2015	Dust Complaint from Dr Morales - took John to the thrid floor to observe and self identify the concern. John was not able to self identify. We reviewed together and then multiple rooms to practice	Billson, Adriana
02/03/2015	Spoke with John by phone advised him to be respectful of noise he creates with his broom and mop banging when clients are in session	Billson, Adriana
01/29/2015	Spoke with John by phone advised him to be respectful of noise he creates with his broom and mop banging when clients are in session	Billson, Adriana

Number of Notes for Category: 9



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Broheimer, Jay

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
09/15/2016	Spoke with Jay about taking un authorized breaks he took a lunch break at 11:30 for EVS week ,but then logged out of tele-tracking at 13:00-13:15,then contenuied to set on the couch .	Billson, Adriana

Number of Notes for Category: 1

Special Note

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
07/27/2016	spoke with Jay about a couple of staff saying they seen him sleeping in the supply room Jays response was he was not asleep. I did let him know that even if we are on our break we are not to have our eyes closed. Jay said ok.	Billson, Adriana

Number of Notes for Category: 1



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Wilson, Edna

Commendation

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
05/15/2016	Edna has helped out multiple times in the past few weeks covering second shift during our staffing shortage	Billson, Adriana
01/27/2016	Edna was nominated Environment Champion at WMMH	Billson, Adriana

Number of Notes for Category: 2

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
06/21/2017	Spoke with Edna this morning reminded her that at 7:30 she should be in her assigned area 2D getting her cart ready not in the hospital cafeteria talking with other staff .	Payne, Mona
05/29/2016	"Number of exceptions of logging into teletracking late 05.05.15 07:36:44 05.15.15 07:40:06 05.16.15 07:41:22 spoke to her about forgetting to log in as available this morning. System did not show her available until 9:16am "	Billson, Adriana
03/02/2016	It has been brought to my attention we have housekeepers not keeping the cart locked along with the bar locked. Please make sure you are always doing your best to maintain a safe work environment. Thanks for all you do..Deb	Billson, Adriana
02/25/2016	Reminded Edna that she can not be in the break rooms on the computer unless it is her scheduled break.At 7:50 she was on the internet in the nurses break room on 2 D her cart had not even been set up . She appologized and responded she had to look something up but it wont' happen again.She was logged in to tele-tracking at 7:20.	Billson, Adriana

Number of Notes for Category: 4

Disciplinary

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
03/24/2016	Documented Coaching for Conduct/Behavior delivered for the Elopement incident from 03.14.15	Billson, Adriana

Number of Notes for Category: 1

Special Note

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
03/17/2016	"Interviewed Edna with Abdul and Betty and Jeff Lewis to obtain a statement on the elopement incident at WMMH 03.14.15 "	Billson, Adriana
03/17/2016	"Interviewed Edna with Abdul and Betty and Jeff Lewis to obtain a statement on the elopement incident at WMMH 03.14.15 ""Copied the Elopement Patient Safety information the EVS Techs were asked to sign acknowledged "	Billson, Adriana

Number of Notes for Category: 2



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Burnham, Shari

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
02/18/2016	Reminded Shari of on stage/off stage behaviors she was sitting in the waiting room on 3rd floor waiting room witting for her doctors appointment .I told her although I realize she is not on the clock she can not be sitting in patient area unless it is were she is having her appointment especially eating food. Shari responded everyone else does it anyway.	Billson, Adriana
10/01/2015	reminded Shari not to have food or drinks on the floors or in patient areas .She was in the waiting room od 3rd floor.	Billson, Adriana
08/17/2015	Spoke with Shari about her demeanor and remaining professional. A patient had a complaint that Shari had become confrentatonal when questioned about things that haddn't been cleaned in the waiting room and things missed in her mothers room.	Billson, Adriana

Number of Notes for Category: 3



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Clabaugh, Employee

Counseling

<u>Date Created</u>	<u>Employee Note</u>	<u>User</u>
04/26/2017	Reminded Christina that we can not get patients food or drinks or do anything for them health care/personal. We let the patient know we well let their nurse know. Christina was taking a patient ice water.	Payne, Mona
04/20/2017	Reminded Christina that we can not have personal items in the janitors closet, she had her phone sitting on the shelf plugged in to a charger. She responded its' not on me. I explained . Nothing personal can be in the janitors closet it is considered cross contamination.	Payne, Mona
03/23/2017	Checked 413 a discharge that Christina had done ,she had been in the room for an hour and half when Adrianna asked if she was still in the room she responded yes it was MRSA. When i checked the room there was blood and food spots on wall ,window ledges were very dusty , closets had not been wiped out blood spot on ceiling .pulled bed side table out there was a dried piece of bacon and lots of dust on wall ,baseboard,and back side of table dusty, blood spots on door frame to restroom ,dust on top of paper towel dispenser, Bed frame very dusty had her put the room back in progress and reminded her to do the 7 steps.	Payne, Mona

Number of Notes for Category: 3