



THE SHADOWFAX CORPORATION

SHADOWFACTS

July 2024

Event Calendar

DSP Week

Sept 9-13

All Staff Meeting

October 16

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Welcome to the team!



Frances Volosky-Price
Prog Mgr/Prog Specialist
Pattison St.



Zhajarrah Ortiz
DSP-FT
Program 24



Chalana Southerland
Residential Supervisor
Program 44



Shaqueela Jenks
DSP-FT
Program 300



Kristen Duschl
DSP-A/O
Program 300

Employee of the Month



We are thrilled to announce that **Bonnie Daly** has been named July's Employee of the Month! Bonnie is passionate about helping others through her work every day. In her spare time, she enjoys spending time with her dogs, Lucky, Bella, and Jameson. Congratulations, Bonnie!

Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

NADSP E-Badge Academy

The following staff have earned badges as they work toward professional certification!

Jaquetta Rice

Karen Goldberg

Ashley Bell

Judy Ramos

Shaiayne Campbell

Nicole Bilajac

If you think you may be interested in pursuing a professional certification, and you've been employed at Shadowfax for at least 6 months, here are some quick facts about the E-Badge Academy program-

Did you know?

- You can earn badges toward certification at your own pace
- Each badge only takes an average of 15 minutes to prepare
- Most Relias annual trainings count towards certification
- Your experience as a DSP counts towards certification
- After earning a certification within a year of enrollment, receive an hourly pay increase!

You can find the application form titled '2024 Credentialing Application' in Bamboo under Staff Info. They can be submitted at any time by scanning the completed form to sftraining@shadowfax.org.

In order to be considered for the next group starting in October 2024, applications must be received by September 1, 2024.



Med Task Force

PRN Medications-

Many PRN medications are ordered to be given when obvious symptoms present themselves. Sometimes, though, PRN medications are related to situations rather than presenting symptoms. For example, a medication might be ordered to be given before a person goes to a dentist or doctor's appointment, to relieve anxiety. Before an appointment, it's best practice to read over individual plans and protocols, face sheets, and review all PRN medication orders. Other PRN medications are often related to a person's bowel protocol. These orders are very specific to each person, and orders and instructions for any related PRN medications should be reviewed often.

Reminder — after checking all available resources and plans, Residential staff are required to call a nurse for approval to administer any PRN medication.

Training Updates

TRAINING



Please send emails about trainings to sftraining@shadowfax.org. When you come to Pattison St. for training during regular office hours, please enter at the front door and let reception know that you're here for training.

Closed-toe shoes with a back are required.

Safety Corner

WHEELCHAIRS

- Make sure the wheelchair is clean and wheels are properly inflated
- Ensure brakes lock properly and securely
- When transferring to or from a wheelchair ALWAYS make sure the brakes are locked
- Remove any parts of the chair that will allow for a safer transfer (footrests and armrests)
- Plan your lift/transfer
- Assess occupant's ability to assist in the transfer and gather any assistive equipment before beginning
- Ask for help BEFORE you begin if you are unsure you can do the lift/transfer by yourself



Workers Compensation Steps

What to do when you are injured on the job

1. Notify your supervisor. **2.** Go to Bamboo, select files, select Staff Info, then click on Workers' Compensation Program Designated Health Care Providers. Ensure you receive medical treatment from one of the providers listed. **3.** Contact Human Resources to report the injury. HR will send you the workers' comp packet. **4.** Fill out the workers' comp packet within 24 hours. **5.** Keep HR and your supervisors informed.



Looking back on the month...



Check out these 2024-2025 Wellness Initiative Ideas!

York Heart Walk on 9/7/24 at York College
Join us for a heart-healthy walk. This event supports the American Heart Association’s mission to fight heart disease and stroke.

Attend a 50 Plus Expo in York County, 9/24/24, York Expo Center Memorial Hall East.

Alzheimer’s Walk on 10/26/24 at John Rudy Park
Come together with the community to raise awareness and funds for Alzheimer’s research.

Join a Walk with a Doc program in Pennsylvania. Go to <https://walkwithadoc.org>

Schedule an education session with Shadowfax’s Death Doula, Melissa Carow, email melissa.carow@shadowfax.org.

Attention Staff:

A friendly reminder for all staff to wear appropriate footwear, which includes closed-toe and closed-heel shoes. This footwear must be worn in all Residential houses, workshops, and at Pattison Street. If wearing crocs, the strap must be secured around the ankle.

Referral Bonus Change

Attention Staff:

We have updated our referral process! Moving forward, we will no longer use referral bonus forms. Instead, if your name is listed on the new hire’s application you qualify for the bonus. Effective 7/29/24, if the person you refer is hired and successfully completes 6 months of employment, you will receive a lump sum payment of \$500 (minus applicable taxes).

Go Green Column



Did you know?
One million plastic bottles are purchased every minute

worldwide, while up to five trillion plastic bags are used a year.

Help us break the cycle by purchasing a reusable water bottle. Consider using reusable grocery bags instead of plastic.

The Shadowfax Corporation

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Mission Statement:

To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders.

