

# *“For Your Information”*

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

**August 10, 2018**

## **Spa Update**

We are excited to announce that the spa will officially open Saturday, August 11<sup>th</sup> at 8 am. Thank you all for your patience during this project.

## **Farewell to Receptionist Sallie Shipley**

After 20 years of service, evening receptionist Sallie Shipley has decided to retire. Sallie's last day will be Thursday, August 30<sup>th</sup>. A new receptionist will start training after Labor Day. We wish Sallie the best of luck in her future endeavors!

## **Welcome New Employees**

We are pleased to announce that we have offered Epiphany Gray the Nursing Home Administrator position. Epiphany has been working here since July as the interim Administrator. We've also hired Amanda Klobuchar as the Director of Nursing and Diane Battles as the Registered Nurse Assessment Coordinator (RNAC). Amanda and Diane will start in the next few weeks. Please join me in welcoming them to the Skilled Nursing Unit.

## **Resident Get Together**

A resident get together will be held on Friday, August 24<sup>th</sup> at 1:30 PM in the Auditorium. Our guest speaker this month will be Betty Wright. Betty is the Director of Community Nursing and will speak to you about her department and what services they provide. I will also give a brief update and will answer any questions you may have.

## **Resident Handbook**

I wanted to let you know that we are currently updating the resident handbook. Some items listed in this handbook are outdated. This includes smoke alarms, dining room and cafe hours, the phone system, the ariel alert system, phone extensions, and certain policies. In the interim, if you have any questions about something specific, please call the director of that department.

## **Living with Loss**

Forms prepared by Living with Loss and the Chapel Committee can be picked up at the front desk. These forms include:

- ✓ My Wishes for Procedures when I Die
- ✓ Checklist for Important Information for My Family
- ✓ Obituary Preparation
- ✓ Funeral/Memorial Service Preparation