I hope you had a wonderful holiday season and are energized for the new year! I know I am! Have you made any resolutions for the new year? I hope one of them was to expand your horizons and try something new that will help you get to where you want to go professionally — and if you are already there, perhaps sharpen your knowledge. There are a lot of great things in store in the coming months. I hope you will be able to find time to participate in some of these opportunities.

March is Women’s History Month and annually the SOM offers a program honoring outstanding women in medicine. Formerly called, Women Firsts!, this program is now called Outstanding Women in Medicine. See page 6 for information about this year’s honorees. In April we will have our annual Administrative Professionals Day program.

The Office of Staff Development will also continue offering computer classes—and a full schedule will be sent out as soon as the dates are confirmed. Anticipate classes in Excel and Box.

These are just a few of the upcoming events in the SOM. Take a few minutes to browse this newsletter and jot anything interesting down on your calendar!

As always, feel free to contact me with any questions, suggestions, or feedback.

Happy New Year!
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held **February 11, 2014, 8:00am-12:00noon.** All new hires between June 13th and the date of the orientation should attend, as well as any temporary employees with intended assignment length of 3 months or longer. Been here awhile? All staff are welcome to attend to refresh their knowledge of resources.

Register in ELMS—Search > SOM. (It is not necessary for Post-Docs to attend this Orientation, as there is specific on-boarding/orientation for Post-Docs.)

Cost Savers

In these challenging economic times, it is always nice to know of useful cost savers.

Both of the following cost savers are from: www.thesimpledollar.com/little-steps-100-great-tips-for-saving-money-for-those-just-getting-started/

**Install CFL (or, even better, LED) bulbs wherever it makes sense.** These bulbs might cost more initially, but they both have a longer life than normal incandescent bulbs and they both eat far less electricity. CFLs tend to use about 25% of the electricity of an incandescent – LEDs use about 2%. CFLs are cheaper than LEDs right now and produce better light, but not quite as good as incandescent bulbs. My policy? Put LEDs in closets and out of the way places, use CFLs for hall and some room lighting, and use incandescent bulbs (until the other bulbs get better) where you read and do other eye-intensive activities. This will trim a significant amount from your electric bill.

**Make a quadruple batch of a casserole.** Casseroles are nice, easy dishes to prepare, but on busy nights, it’s often still easier to just order some take-out or eat out or just plop a prepackaged meal in the oven. Instead, the next time you make a casserole, make four batches of it and put the other three in the freezer. Then, the next time you need a quick meal for the family, grab one of those batches and just heat it up – easy as can be. Even better, doing this allows you to buy the ingredients in bulk, making each casserole cheaper than it would be ordinarily – and far, far cheaper than eating out or trying a prepackaged meal.

Save the Date!

**Administrative Professionals Day Conference**

Thursday, April 24, 2014

Choose morning or afternoon session.

More information coming soon!
Staff Member Spotlight

James Tambah has been a Senior Financial Analyst in Graduate Medical Education for six years. His office is on the third floor of the School of Medicine building. Prior to coming to Emory, he worked for the DeKalb County Housing Authority and prior to that for the Chicago Housing Authority.

In his current position the key responsibilities are:

- Coordinate financial reporting and General Ledger activities in Graduate Medical Education Dept.
- Ensure that billing for residents/fellows is within the framework of GME rules and regulations and reporting requirements.
- Coordinate the correction of the account balances, resolve funding issues, and maintain proper accounting controls and procedures.
- Prepare and analyze statistical and financial reports, financial statements.
- Review grant funding source compliance, and discuss relevant issues relative to residents/fellows funded by grants, with departments or programs.
- Handle all supplemental payroll related issues.
- Supervise the daily activities/functions of the department Senior Accountant.

Ergonomics Center

Ergonomics is employed to fulfill the two goals of health and productivity. The subject of ergonomics is extremely broad and in this section we will look at your wellness at work along with ergonomics.

Follow these 10 office ergonomics tips to help you avoid fatigue:

1) Make sure that the weight of your arms is supported at all times. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of the day.

2) Watch your head position, and try to keep the weight of your head directly above its base of support (neck). Don’t "crane" your head and neck forward.

3) Don’t be a slouch! Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one than on the other. Move your chair as close to your work as possible to avoid leaning and reaching. Make sure to “scoot” your chair in every time you sit down.

4) The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor so you don’t have to frequently turn your head and neck.

5) Talking on the phone with the phone receiver jammed between the neck and ear is really bad practice. You know that’s true, so don’t do it!

6) The keyboard and the mouse should close enough to prevent excessive reaching which strains the shoulders and arms.

7) Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm’s length away.

8) Take steps to control screen glare, and make sure that the monitor is not placed in front of a window or a bright background.

9) You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.

10) The feet should not be dangling when you are seated. If your feet don’t comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.

Winter Service Project

Thank you to everyone who participated in the SOM Winter Service Project. The agencies were so grateful for the number of people we were able to serve. This year you provided Christmas for 134 individuals. I also want to say a huge thank you to William Payne and those who helped deliver the gifts: Helen Fogleman, Glenda Stewart, and Paula Bokros!

March 6, 2014 from 6:00 p.m.- 8:00 p.m.
Miller-Ward Alumni House

Congratulations to the 2014 recipients of the Unsung Heroines Award!
Nowmee Shehab (Undergraduate)
Samantha Allen (Graduate)
Lauren Bernstein (Administrator)
Pamela Scully (Faculty)
Laura Balser (Alumna)

An Unsung Heroine is a woman who has demonstrated extraordinary dedication to issues that affect women at Emory or in the larger community, but whose efforts heretofore have not received accolades or formal recognition.
2014 Award of Distinction Nominations
Nominate an Emory University employee who deserves recognition for his or her initiative, innovation, and leadership in furthering Emory’s vision as a “Destination University.” The nomination criteria and form are available on the web at www.hr.emory.edu/AwardOfDistinction.

Nomination eligibility includes: All regular, full- and part-time staff who have been employed for at least one year. Previous awardees are eligible for nominations. Emory Healthcare Employees, Faculty, Faculty equivalents, and Librarians are not eligible to participate in this program.

School of Medicine process: After completing a nomination, please have your Department Chair sign it and then submit to Rachelle Lehner who will facilitate getting Dean Larsen’s signature.

The SOM has had 39 recipients since 1985!
Recent Past SOM Recipients include: Shakiyla Smith (2013), Marsha Howard (2012), and Cameron Van Tran (2012).

Nomination deadline: 5:00 p.m., Wednesday, February 5, 2014

Have Ideas for Staff Matters?

This is your newsletter...

Please consider how you can contribute to future Staff Matters issues. Who do you know that deserves recognition? What is happening in your department that other staff should know about? Have you read any good work-related books you would like to share with others? Have you attended a training session or conference that you would like to tell other staff about? These are just some of the ways you can contribute.

Writing not your ‘thing’, but still want to get more involved? There are many opportunities to get involved in planning and running events — just let me know how you would like to get involved.

And, as always, you can contact me (Rachelle Lehner) if there is anything I can do to serve you.
Staff Matters

Outstanding Women in Medicine
(Formerly Women Firsts!)
Wednesday, March 26, 2014
2:00pm-3:30pm
School of Medicine Building Room120
(100 Woodruff Circle, Atlanta 30322)
Free of charge; open to the entire Emory Community
Refreshments Provided

Annual Women’s History Month program honoring the accomplishments of outstanding School of Medicine-associated women.

This year’s featured women are:
Dr. Patricia Hudgins and Dr. Jeannette Guarner

Dr. Patricia Hudgins is Professor of Radiology and Imaging Sciences, Director of Neuroradiology Fellowship Program, and Director of Head and Neck Radiology. She is a recognized educator in her field, and lectures nationally. Dr. Hudgins has served as President of both the American Society of Neuroradiology and the American Society of Head and Neck Radiology. She is interested in medical outreach efforts for local and international communities with limited healthcare resources.

Dr. Jeannette Guarner is Professor of Pathology and Laboratory Medicine. With a focus on Infectious Disease Pathology, Dr. Guarner was a member of the team which discovered the SARS Coronavirus. She also autopsied the first case of anthrax. Dr. Guarner has been a member of the milipub club since 2011.

Please join us as these remarkable women share their stories and answer your questions.

FACULTY and STAFF – PLEASE REGISTER IN ELMs; STUDENTS CONTACT RACHELLE LEHRNER (rlehner@emory.edu)

Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. If accommodations are required, please contact Rachelle Lehner (rlehner@emory.edu) immediately so arrangements can be made.

Questions? Contact Rachelle Lehner (rlehner@emory.edu)

Employee Hardship Fund Exceeds $100,000

This article ran in the November 2013 Staff Matters, however with the harsh and variable weather we are having — many more staff may find themselves in need. Please consider making a donation today.

With the generous support from the Emory Community, the Emory University Hardship Fund has exceeded $100,000 in donations. The Fund was established to provide emergency financial assistance to staff and faculty members who are experiencing a temporary financial hardship due to a catastrophic event. To date, 54 applications for assistance have been approved receiving a total of $66,539 (awards have ranged from $385-$2000). For more information: www.emory.edu/hardshipfund/index.html

Please consider a one-time or on-going contribution to the Hardship Fund.
Make an online gift through the Campaign Emory site. Contributions to the Fund can be made by credit card (Visa, MasterCard or American Express) or by requesting to be billed.

Payroll deduction. Contributions can be made through payroll deductions via the “My Emory” module in PeopleSoft Employee self-service. For instructions on how to access, click here. (Not viewable in Firefox)
We often share shortcuts to use in the Microsoft Office suite of products. Did you know there are also shortcuts for using the Internet? Check out these shortcuts from Computer Hopes: Free Computer Help and Information (www.computerhope.com/tips/tip160.htm).

There are dozens of different shortcut keys that can be used with Internet browsers. Below are a few of our top suggested Internet browser shortcuts.

- Pressing **Alt + D** in any major Internet browser will move the cursor into the address bar. This is a great way to quickly enter an Internet address without having to click the mouse cursor in the address bar.
- Hold down the **Ctrl key and press the + or -** to increase and decrease the size of text.
- Press the **backspace key** or hold down the **Alt key + left arrow** to go back a page.
- Press **F5** to refresh or reload a web page.
- Press **F11** to make the Internet browser screen full screen.
- Press **F11** again to return back to the normal view.
- Press **Ctrl + B** to open your Internet bookmarks.
- Press **Ctrl + F** to open the find box in the browser to search for text within the web page you're looking at.

Happy Surfing!

Manager’s Quarterly Tip

One of the many things managers do is schedule and lead meetings. Are the meetings you schedule making the most of the participants' time? Don Wetmore, Professional Speaker with Productivity Institute Time Management Seminars offers the following suggestions:

1. Ask, “Is it necessary?” We always go to the meeting because we’ve always gone. What would happen if we did not meet or meet so frequently?

2. Ask, “Am I necessary?” Not in a deep philosophic sense, but “do I get anything out of the meeting, do I contribute anything to it?” If the answer to BOTH questions is “no”, perhaps you may want to excuse yourself. [Note from Rachelle: This is true when scheduling meetings as well. Who is at the table? What do they have to gain? What can they contribute? It may be time to rethink who attends which meetings.]

3. Have an agenda. Do not conduct meetings by ambush. Let people know what is to be discussed so that they may prepare. Assign time frames for each item so that one item does not dominate the entire meeting. Have a starting time and an ending time and stick to it.

4. Commit to action. Much of the meeting exercise is to discuss and re-hash without a commitment to action. Meetings ought to be fruitful and produce results.
Staff Spotlight (cont’)

In recent months, James has taken on two new responsibilities:

1. Billing and tracking payments for both internal (programs) and external (hospitals & Clinics) affiliates for professional liability insurance premium for residents and fellows.

2. The VA’s new disbursement system by which it pays its affiliate teaching institutions. This system is referred to as E-Invoicing through a third party, which requires setting up one’s organization in order to meet conditions to be paid without the usual delay.

One of James’ favorite things about working at Emory is that he believes it is a “well diversified institution and indeed has over the years created an excellent working environment for its employees.”

James is originally from Liberia, West Africa. He came to the United States the first time as a high school exchange student. After graduating from high school in the States, he returned home to attend the University of Liberia. While there he received an academic merit scholarship that took him to India. James returned to Liberia and worked for the largest private banking institution until the civil war broke out in 1989. He and his family fled Liberia and came to the United States, settling in Chicago. James is married and has three children. His oldest daughter is in the U.S. Air Force and his youngest daughter is a freshman at Emory Oxford College. His son, the middle child, lives in Chicago.

Do you want to earn the incentive towards your medical expenses (POS Plan—up to $200 towards your deductible, HSA —$200 credit)? Did you miss the free health screening in the School of Medicine building on January 14th? There are many more opportunities across campus to get your screening — or you can even get it in your own doctor’s office! Click here to find out when screenings are offered, learn more about the incentives, or to take the online assessment.

Congratulations!

The following staff members have served the School of Medicine for 30, 25, 20, 15 or 10 years respectively! Thanks for all you do (and have done) for the School of Medicine!

30 Years of Service
Phyllis Vaughn, Neurology

25 Years of Service
Sheilagh Barclay, Pathology
Betty Boecler, Pediatrics
Gloria Colley, Surgery
Cynthia O’Hare, Human Genetics

20 Years of Service
Pearlie Beavers, Pathology
Melissa Boone, CME
Tanya Cassingham, Medicine
Terry Fleming-Ray, GYN OB
Robin Gross, Psychiatry
Carol Hagins, Pediatrics
Susan Price, Pediatrics
Daniel Rouk, Cell Biology
Huronda Smith, Cell Biology

15 Years of Service
Deborah Abdul-Ali, Pathology
Karla Caylor, Medicine
Patricia Owens, EMCF
Christopher Rayburn, Surgery
Natalie Ronay, EMCF
Jeannette Taylor, Core Labs
Mariana Teodorescu, Radiology

10 Years of Service
Rashidat Ayantunji, Animal Resources
Regina Bugrovsky, Medicine
Margaret Dello, Core Labs

Note: Individuals listed are 4th quarter 2013 service award recipients per Human Resources