Making Dreary Days Bright

Thank you to the many people who participated in the SOM Winter Service Project! With your contributions, the SOM made dreary days a bit brighter for 139 low-income and homeless individuals. See the last page of this newsletter for a sampling of projects by SOM departments and individuals.

Now that the holidays are behind us, let’s look ahead at what the Spring has to offer. Our Annual Administrative Professionals Day Conference will be held on April 23. See the “save the date” announcement in this newsletter. Details will be available in the coming months. This semester also brings another Leadership Book Club series, several new SOM Staff Orientations, another round of Excel classes, and many, many opportunities offered by departments across campus for professional development and wellness. Additionally, I will continue sending the “Did You Know” emails on a bi-weekly basis and the newsletter on a quarterly basis.

All of this is only possible with input from you. I need to know what you are interested in and what you can share with others. I am always open to suggestions from SOM staff — after all, that is why I am here — to serve you, the amazing 2100 staff of the School of Medicine.

Happy 2013!

Staff In The News  ~Kim Schofield ~Division of Rheumatology

Kim joined the Division in 2008 as a Program Development Specialist for The Georgia Lupus Registry public health surveillance project. In an expanded role, she has become an integral part of a team of researchers that addresses health disparities in lupus, access to care and advocates for lupus patients. Kim is a recognized lupus advocate on both the local and national arenas.

On Aug. 23, 2012, Kim was surprised with the announcement that she was selected as the recipient of the Tomica Gill Courage Award and will be honored at this year’s LFA, GA.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held in February 12, 2013. All new hires between December 3rd 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.)

SOM T-Shirts

We have a limited supply of SOM Staff Development T-shirts for sale. 2 — small; 8 — XL; 3 — 2XL; 1 3 — 3xl School of Medicine/Staff Development pocket logo. $5 (reduced for quick sale!)—Checks made out to Emory University or cash. Contact Rachelle Lehner, Assistant Dean, Staff Development.

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu

Safety in the Work Place

Join Lt. Cheryl Elliott and Officer Marvin Poulson of EPD’s Crime Prevention Unit

January 23, 2013
10:30 AM – 11:45 AM
School of Medicine Building Room 120

Being alert and taking precautions are two ways to avoid being a victim… but there is more to know.

Our Emory Police Department Crime Prevention Unit will discuss workplace safety and what it means to you.

Please attend or send department representative(s) to learn how we can all be safer.

Employees can sign up to receive alerts when crimes occur in other buildings.

Please distribute this notice to others who may wish to attend.
Manager’s Quarterly Tip

Five Rules of Effective Leaders
By David Ulrich, University of Michigan, and Norm Smallwood, RBL Group

Researchers interviewed top leadership experts in an effort to crack the code of effective leadership. They came up with a framework they named “the Leadership Code—the five rules that make up leadership DNA.”

1. Shape the future.
2. Make things happen.
3. Engage today’s talent.
4. Build the next generation.
5. Invest in yourself.

For the full article, http://www.swimmingcoach.org/downloads/5%20Rules%20of%20Effective%20Leaders.pdf

Cost Savers

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

1. If you are worried about having too many +UPs rewards, extracare bucks or wellness points don’t all do your shopping on one day. Go back to the store and use the rewards you have stored up to purchase your next deal that gives you more rewards. This way you start to use their money not your own.

   Target, CVS, RiteAid, Walgreens, Whole Foods and Dollar General will accept a store coupon and a manufacturer coupon for the same item.

   Call your credit card company and ask for a rate reduction. Take any of your credit cards that are carrying a balance, flip them over, and call the number on the back. Tell them that you want an interest rate reduction or you’ll take your business elsewhere. If the first person you talk to won’t do it, ask to talk to a supervisor. If you have a $5,000 balance, even a 3% rate reduction saves you $150 a year.

   www.thesimplydollar.com/2008/02/06/100-great-tips-for-saving-money-for-those-just-getting-started/

HR Learning Services

Web-based Classes
Self-directed learning just got a bit easier. You can take these classes at your pace; stop and start at your convenience. Each class is $60 for yearlong access. Call 404-727-7607 for details.

- Taking Charge of Your Development
- Making Meetings Work
- Developing Others

Classroom-based Classes
Register in ELMS for these classes. Call 404-727-7607 for any questions. Visit Learning Services website for additional classes.

Civil Treatment for Employees
Tues, February 5th, 8:30 am – 12:30 pm, $60

Achieving Leadership Potential
Wed, February 6th, 8:30 am – 12:30 pm, $60
Tues, April 9th, 8:30 am – 12:30 pm, $60

Civil Treatment for Managers
Thurs, February 7th, 8:30 am – 5:00 pm, $125

Communicating with Impact
Tues, February 19th, 8:30 am – 12:30 pm, $60

Crucial Conversations
Day 1 - Wed, February 20th, 8:00 am – 5:00 pm
Day 2 - Thurs, March 7th, 8:00 am – 5:00 pm
$225 (for both days)

Project Management
Thurs, February 28th, 8:30 am – 12:30 pm, Free
Thurs, April 11th, 8:30 – 12:30 pm, Free

Fantastic Service Behaviors
Thurs, March 7th, 8:30 am – 12:30 pm, Free

Feedback Essentials
Tues, March 19th, 8:30 am – 11:30 am, Free

Increasing Personal Effectiveness (IPE)
Day 1 –Thurs, March 21st, 8:30 am – 4:30 pm
Day 2 –Thurs, March 28th, 8:30 am – 4:30 pm
$125 (for both days)

Situational Leadership
Thurs, March 21st, 8:30 am – 5:00 pm, $125
Free Health Screenings at Emory

Your health is important! “Knowing Your Numbers” (blood pressure, cholesterol, glucose, and height and weight) can help you make sure you are on the right path to living healthy and making smart health decisions.

Emory is making it easy for you to know your numbers by providing free health screenings for faculty and staff at many locations across campus from mid-January through late February 2013. Registration for screening appointments is now open!

WHAT IS A HEALTH SCREENING?

It is a simple health check that measures your blood pressure, cholesterol, glucose, and height and weight. The screening only takes about 15 minutes and involves a finger stick blood draw (no fasting is necessary). At the onsite screening you will:

- Receive your screening results immediately.
- Talk one-on-one with a health professional about your results.
- Get information about healthy living.

Your individual results are confidential and won’t be made available to Emory.

EARN AN INCENTIVE FOR YOUR PARTICIPATION

If you are covered on an Emory medical plan, you can receive an incentive by participating in the screening and completing an online health assessment. If you are a benefits-eligible employee, but are not covered by an Emory medical plan, you can participate in a health screening and online health assessment, but you will not receive an incentive.

THE ONLINE HEALTH ASSESSMENT

Coming Soon: the health assessment is an online questionnaire that you complete on the Aetna web site. By answering the questions, you will receive feedback on your health habits and health risks and ideas for how to live healthy. Complete this questionnaire after Jan. 1, 2013 to receive your medical plan incentive.

WHY SHOULD YOU PARTICIPATE?

Hear from Emory’s Dr. Wright Caughman about why it’s important for you to participate. Listen to podcast at: www.hr.emory.edu/eu/screenings/caughman-FINAL.mp3.

REGISTER NOW

Take healthy action – sign up for your health screening today! Register online or call 1-877-686-6636 (press 6). You will need your Employee ID to register (this can be found on your paycheck in Self-Service).

LEARN MORE

For more information, visit www.hr.emory.edu/screenings.
Staff Member Spotlight

Danny Thompson is an Assistant Director of Student Affairs in the Office of Medical Education and Student Affairs (OMESA). He is approaching his two year mark at Emory. Previous employment includes the University of Minnesota, Kaplan Higher Education Corp., and Hampton University.

In his current position in OMESA, he manages and coordinates services for all six Academic “Allied” Health (AH) Programs in the areas of records management, admissions, orientation, registration, graduation, and compliance. He also serves as the liaison between the AH Programs and School of Medicine.

Danny says, “My favorite thing about working for Emory is knowing that I am making a difference in students’ lives.”

In his spare time, he enjoys outdoor activities, mentoring disadvantaged youth, movies, research of any kind, conversing about challenges in US education, and traveling. He is an Army veteran, a member of Kappa Alpha Psi Fraternity, Inc., and a member of Turner Chapel AME Church.

What are Danny’s future plans: “[I] plan to pursue my Doctorate in Educational Leadership, with plans of becoming a university president.”

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.

General Posture

Make sure you adopt these good posture habits whether you’re sitting in front of the tv or at your desk.

♦ Fill in the space between your back and the back of the chair: When sitting in a chair, sit straight so that the space between your lower back and the chair is no longer existent.

♦ Keep your tummy relaxed: Don't contract all of your muscles when you sit down. You can rely on the chair to help you with your posture without tightening your tummy.

♦ Keep your neck, back and heels aligned: If you draw an imaginary vertical line down your back, your neck and heels should hit in the same spot.

♦ Keep your feet flat on the floor: Make sure you keep your feet flat on the floor when you're sitting at your desk.

♦ Sit down: Instead of sitting up, sit down, letting your chest relax down, but not over.

♦ Tuck in your chin: When standing, keep your head straight but your chin tucked in to keep your neck stable but not overexerted.

♦ Keep your knees at a 90-degree angle when sitting: Remember to keep everything aligned. Don't tuck your knees in, which can make you start to hover and hunch over your keyboard.

♦ Draw your shoulders back and relax: Draw your right shoulder, then your left shoulder back and then down, and then take a deep breath and relax. After working for several minutes, monitor the position of your shoulders, and make sure you're not hunched over.

♦ Align your hips with the base of your chair: Tuck your tummy in and sit so that your hips are touching the base of your chair back.

♦ Evenly distribute your weight: You shouldn't lean over to one side when you sit: you should distribute your body weight evenly between both hips.

Excerpt from: http://oedb.org/library/beginning-online-learning/ultimate_guide_to_ergonomics
Weight Watchers at Work

Hoping to lose weight in the New Year? Visit one of the upcoming Weight Watchers information sessions to learn more about this program.

The Emory Clinic-A, 1365 Clifton Road
Tunnel Level: Brown Auditorium
Monday January 14, 2013
11 a.m. -12 p.m.

1599 Clifton Road Building, Room 4A
Wednesday, January 23, 2013
12:30 p.m. - 1:30 p.m.

Register for a Weight Watchers Open House
online: www.fsap.emory.edu/workshops

CPR Classes Offered

AHA Basic Life Support for Healthcare Providers

Basic Life Support courses are offered on dates throughout the year, including: January 9, February 6, and March 6; 8:30AM – 12:30PM, School of Medicine, Simulation Lab B27.

To register: sign into the Emory Learning Management System then select Search Catalog > Enter CPR > choose the class date that works best for you.

For complete schedule and information go to www.ocr.emory.edu/Education_&_Outreach/Courses/ or contact the OCR Office: 404-778-4960

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Staff Matters

Healthy New You 2013 Expo

When: January 10, 2013
9:30am-5:00pm

Where: Cox Hall Ballroom (3rd Floor)
569 Asbury Circle
Atlanta, GA 30322

Who: Emory Faculty & Staff

Expo activities will include:
Nutrition Information  Fitness Education  Group Exercise Classes
Cooking Demos  Motivational Speaking  Community Vendors
...and much more!

Schedule of events available Jan 4th
Chapter “Night of Hope” Gala and fundraiser.

On Sept. 12, 2011, Division of Rheumatology staff member Kim received notice that she had been nominated and selected as one of the year’s *We Are Emory Community Builders*. In its third year on campus, Kim is part of a list of over 300, who have been recognized for promoting *Access, Equity and Inclusion*.

Kim volunteers on a number of Emory’s community-building projects that promote access, equity, inclusion and the value of personhood. As a Community Builder, Kim is a trained facilitator in Emory’s National Coalition Building Institute, a campus affiliate that provides diversity workshops that address discrimination and intergroup conflict. She actively promotes the work of the EOP office by participating in educational programs such as The Transforming Community Project Community Dialogues and is a leader in the Facilitator Led Interactive Theater Ensemble (FLITE).

Kim has taken additional leadership training through a number of outside leadership classes and workshops. She has taught a variety of leadership courses in various churches across the US and has been a guest instructor at Beulah Heights University here in Atlanta. She recently completed her certification as a Professional Business and Life Coach through Lifeforming Leadership.

Additionally, Kim is completing her doctorate from Oral Roberts University (Tulsa, OK) in Theology with a concentration on Church Ministries and Leadership and plans to graduate in 2012.

Kim has a strong association with the GA Chapter of the Lupus Foundation of America, assisting with both their patient and public educational and advocacy programs. She has been involved in the development of, and has appeared in, a number of lupus video presentations designed for use in physician offices. She, along with Maria Myler, President and CEO of the LFA GA, have participated in several TV and radio interviews.

Each year Kim advocates for lupus on the state’s Lupus Awareness Day at the State Capitol and attends the national Lupus Awareness Day in Washington, DC. In both locales she meets with state and national political figures to advocate for lupus awareness and research funding.

Kim is a dynamo and natural leader who has recognized that her own disease is a platform to help others in the battle against lupus.

—submitted by Wendy Carter

*NOTE: Moments before sending this newsletter, I learned Kim’s position in Rheumatology had ended. Due to the timing, I made the decision to keep the article and recognize her remarkable contributions to her department, Emory, and the community at large.*

**!!SAVE THE DATE!!**

*Administrative Professionals Day Conference*

*“Taking Charge”*

Tuesday, April 23, 2013

(2 half day sessions will be offered)

DETAILS WILL BE AVAILABLE IN MARCH
Staff Matters

Computer Training

Donna Martin will again be offering computer classes for School of Medicine staff. Donna is the Director of IT Resources & Development in the Department of Pathology. The following classes will be offered:

- Excel—Fundamentals
  Wednesday, January 30
- Excel—Formulas
  Tuesday, February 12
- Excel—Charts, Graphs and More
  Wednesday, February 20
- Excel—Advanced
  Wednesday, March 6

Please visit the Staff Development website (med.emory.edu/staff) to see descriptions of the classes. All classes are scheduled from 1:00-4:00pm (1:00-3:30pm is instruction; 3:30-4:00pm is open for additional questions). Classes are $40 and registration in ELMS is required. Classes fill quickly, so be sure to check the dates and register as soon you know your availability.

NOTE: The Excel classes are a repeat of those previously offered.

Please let us know what computer training you need for your job. Click on the link for a one question Survey Monkey survey that asks you to list the training you need. The more specific you are the better we can tailor the classes to your needs. Donna Martin and Rachelle Lehner will review all responses and incorporate them into future planning.

https://www.surveymonkey.com/s/SD2F5YN

Computer Tip of the Quarter

To find a file or files, hit WINDOWS+F. This will open the Windows Explorer Search window. You enter your search criteria and Windows will find files based on that criteria.

To remember the shortcut, think of the ‘F’ in the shortcut as the first letter of Find and think of “Windows Find.” You can then remember WINDOWS+F.

-excerpt from www.examiner.com/article/pc-tip-of-the-day-day-72-searching-for-files
Are you a SOM ‘middle’ manager looking for development opportunities to help you grow in your current position or prepare for a higher level position? Here is an opportunity designed specifically for you!

**SOM Leadership Book Club**

_Leadership 101: What every leader needs to know_  
by John Maxwell

**Tuesday, February 5** – discuss the book  
**Tuesday, March 5** – how does it apply to us  
**Tuesday, April 2** – action planning

All sessions are in SOM 153A and Grady FOB 200 from 11:45am-12:45pm  
Video Conferencing from Grady Provided  
Bring your lunch! Drinks will be provided.

Hopefully you will be able to attend all three sessions. Attend at least two sessions and you get to keep the book. If you are only able to attend one session, that’s ok, however you will be expected to return the book and the OSD will add it to the leadership development library so that others can benefit from the resource.

**Registration is required:**
Register in Emory Learning Management System (https://elmprod.emory.edu/psp/elmprod/?cmd=login&languageCd=ENG) (go to ‘Search Catalog’, enter SOM to see all available School of Medicine specific training sessions) *Be sure to register for each session you plan to attend!*

24 hours after you register in the Learning Management System, you can come to the SOM 4th floor Reception Desk and pick up your book. Remember you must attend at least 2 of the three sessions to keep the book! Seats are limited so think carefully as to whether you can make time to read the book and attend the sessions.

If you have questions, contact Rachelle Lehner, PhD (rlehner@emory.edu)

*Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. To support access and inclusion, please contact us immediately if you require accommodations.*

This leadership development opportunity is brought to you by the SOM Office of Staff Development.
Congratulations!

The following staff members have served the School of Medicine for 45, 30, 25, 20, 15 or 10 years respectively!

Thanks for all you do (and have done) for the School of Medicine!

40 Years of Service
Cathy Lee Smith, EMCF

30 Years of Service
Andrea Krakovsky, Pediatrics
Sharen Olson, Fiscal Affairs

25 Years of Service
Janelle Clark, Human Genetics
Michael Graiser, HMO
Valerie Panditaratne, Surgery
Glenda Stewart, Physiology
Kathryn Zusmanis, Pediatrics

20 Years of Service
Joanne Boykin, Medicine
Virginia Nell Hardison, Medicine
Lisa M Maxwell, Pathology
James Russell Stanton, Neurology

15 Years of Service
John Dixon, Human Genetics
June Eddingfield, OMESA
Wendy Hall-Davis, Medicine
Shundra Holcombe, Surgery
Mary Horton, OMESA
Angela Houston, Radiology
Kesia Hudson, Pediatrics
Abdul Jabbar, Micro/Immunology
Rohini Polavarapu, Medicine
Charles Sparkman, Micro/Immunology
Qi Qin Yin-Goen, Pathology

10 Years of Service
Lauren Kenya Ayala, Neurology
Kara Laine Barrett, GYN OB
Douglas Lee Bernhard, Neurology
Roger Dixon, Animal Resources
Cynthia Dubin, GYN OB
Tonya Dumas Human Genetics
Tiffany Easter, Radiology
Oleksandr Glazkov, Animal Resources
Johnnie M Lawrence, Human Genetics
Bridgett Moore, Rehab Med
Nikolay Patrushev, Medicine
Jeannette Peabody, Pediatrics
Chanta Randall, Anesthesiology
Rachel Robb, Emergency Medicine
Helen Smith, Human Genetics
Randall Stilla, Neurology
Natalie Thorn, Pathology
Jun Wang, Emergency Medicine

Note: Individuals listed were 4th quarter 2012 service award recipients per Human Resources