Can you believe it is already Spring Break at Emory (and soon for the surrounding school districts)? With Spring Break, comes more and more Spring-like days that are calling for you to go outside. The SOM Wellness Workgroup is working on some fun challenges as the weather warms up (and one indoor challenge good for any weather).

While you are waiting for that warm Spring weather to arrive (and stay more than a day!), there are many opportunities for you to enjoy, learn, and develop professionally. Browse this newsletter and choose those activities that interest you. Get involved!

Everyone should plan to attend the Employee Council Town Hall. It is an opportunity to hear from University leadership and a chance to ask your questions. You can visit the Employee Council website to submit questions, or bring your questions to the event. Are you interested in furthering your education? Check out the information on p. 7 about the MPH program. Looking for new opportunities within research, maybe you should sign up to participate in the Research Career Fair! Are you an Administrative Professional? Take note of the Administrative Professionals Day Conference listed on p. 5. There is something for everyone in this issue of Staff Matters.

As many of you are aware, buildings in health sciences and in other parts of the university have been the recent target of "office creepers." According to Craig Watson, Emory's chief of police, such a perpetrator is typically a casually dressed young man walking unchallenged throughout buildings, especially in late afternoon, taking advantage of unlocked doors to grab cell phones, laptops, and other unattended personal items. Please remember to take precautionary steps to minimize opportunities for theft: lock doors and drawers, and avoid leaving items of value out in the open. If you see someone you don't recognize, feel free to ask, "May I help you?" If the person's response or actions seem suspicious, don't hesitate to contact the Emory police at 404-727-8005 (non-emergency) or 404-727-6111 (Emory 911 equivalent). These lines are monitored 24/7.

Take care, and thank you.
S. Wright Caughman, MD
Executive VP for Health Affairs; CEO, Woodruff Health Sciences Center; Chairman, Emory Healthcare

Please direct questions and comments to evphafeed-back@emory.edu.
New Staff Orientation -
Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held April 16, 2013. All new hires between February 12th 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.)

Springtime Shape Up -
Wellness Challenge

Looking for a free, challenging, yet simple way to get fit in time for Spring? How about stair climbing? It can be done indoors at work! Plus walking up stairs burns almost the same amount of calories as jogging and with less stress on the body. It is also a great way to strengthen your lower body muscles. Because it’s so convenient, you can spread it out throughout the day. If your interest is piqued, stay tuned for more information. Coming in April, the SOM Staff Development Council will be introducing a month-long stair climbing challenge to help you and your colleagues get in shape. We’ll provide the information, forms, and incentives; you’ll provide the energy and commitment!

SOM T-Shirts

We have a limited supply of SOM Staff Development T-shirts for sale. (4—XL; 1—2XL; 1—3XL) School of Medicine/Staff Development pocket logo. $5 (reduced for quick sale)—Cash or checks made out to Emory University. Contact Rachelle Lehner, Assistant Dean, Staff Development.

Carlos Museum

Carlos Museum of Art is one of Emory University’s jewels right here for you to enjoy! Treasures include “some 16,000 artifacts from ancient Egypt, the Near East, Greece, Rome, the Americas, Asia, and sub-Saharan Africa”. It’s easy to get lost in antiquity among beautifully crafted life-size sarcophagi or find evidence of those “lost” Middle American cities by viewing vibrant pottery from the region. And after you traveled afar appreciating this priceless collection, check out the many other activities and lectures Carlos Museum of Art has planned.

One such event I thoroughly enjoyed was Carlos Museum’s “Drawing From the Past” where students, staff and visitors were treated to informative lectures and supportive critiques by award-winning architect Lane Duncan. This wonderful event was featured in The Emory Wheel January 21, 2013 edition http://www.emorywheel.com/carlos-museum-explores-artwork-from-the-past/. I enthusiastically encourage everyone from art aficionados to those looking for something to do on your lunch hour, to support this treasure, our treasure, the Carlos Museum of Art, as often as possible.

Submitted by: Chantrell Lowe

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu

Emory Mail Services Seminar

• Learn practical solutions to help you realize significant cost savings.
• Understand the different classes of mail.
• Learn about Mail Piece design.
• Hear how Emory Mail Services can help you!

May 2, 2013
SOM Room 170A School of Medicine
2:00 pm – 3:00 pm.
Manager’s Quarterly Tip

**Article Removed at Request of the Author**

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Cost Savers

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


- Be diligent about turning off lights before you leave. Learn more [here](http://www.thesimpledollar.com/2008/02/06/little-steps-100-great-tips-for-saving-money-for-those-just-getting-started/).

- Clean your car’s air filter. A clean air filter can improve your gas mileage by up to 7%.
  

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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

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**Classroom-based Classes**

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

- **Achieving Leadership Potential**
  
  Tues, April 9th, 8:30 am – 12:30 pm, $60

- **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

- **Influential Leadership**
  
  Wed April 10th, 8:30 am – 12:30 pm, $60

- **Navigating Beyond Conflict**
  
  Thurs, April 11th, 8:30 – 12:30 pm, $60

- **Project Management**
  
  Thurs, April 11th, 8:30 – 12:30 pm, Free

- **Coaching for Peak Performance**
  
  Tues, April 30th, 8:30 – 12:30 pm, $60

- **Communicating with Impact**
  
  Wed, May 1st, 8:30 am – 12:30 pm, $60

- **Time Management**
  
  Thurs, May 2nd, 8:30 – 12:30 pm, Free

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Remember—you can designate your My Emory contributions to the SOM Office of Staff Development.
I have had the great fortune of learning from and working with so many of you in my years as a student, resident, researcher, and physician here at Emory. At Emory Medicine we all contribute to patient health and to our community, both today and in the future, by delivering patient care, advancing what is possible through our research, and training the next generation of physicians and health care professionals.

Patient care, research, and education programs are only possible through the coordinated efforts of our staff and faculty. Research can’t happen without the hard work of our research administration and laboratory staff. Education isn’t possible unless our buildings are maintained. And patients can’t be cared for without the business teams that help us run our practice plans and hire our staff and faculty.

Thanks for all that you’ve done to make me feel welcome in my new role, and thanks for all that you do for all the people we serve. I’m looking forward to working alongside you as we continue the School of Medicine’s wonderful work.

Chris

Christian P. Larsen, Dean
Emory University School of Medicine
The Laney Graduate School’s celebrated Challenge & Champions is now accepting applications for this summer’s session. The nationally acclaimed Challenge & Champions offers students who are entering sixth- through eighth-grade a three-week package of exciting academic, social, and physical education activities. C&C provides students an unparalleled opportunity for classroom learning, social enrichment, physical activity, access to campus resources, and mentoring experiences, all conveniently located on the Emory campus.

Each day begins with academic classes in Emory’s North Decatur Building, while afternoon physical education takes advantage of Emory’s Clairmont campus facilities. Enrichment opportunities built into the schedule include art, yoga, cooking, swimming, and more. C&C students are taught by experienced professional educators and are chaperoned and mentored by trained graduate and undergraduate students. Attendees know that “You can’t be a leader if you’re not a learner!”

C&C offers an exciting, convenient, and affordable opportunity for the children of Emory affiliates. Standard tuition for the three-week program is $1,200 and includes access to all programming, supplies, and snacks. The children of Emory faculty, alums, and monthly staff receive a 15% discount; graduate and professional students and bi-weekly employees receive a 20% discount. Multiple children from the same family also receive a 10% discount. Youth applications are reviewed and students accepted on a rolling basis until all 72 openings are full. There is a $50 application fee; some scholarship support is available. Sessions run weekdays June 17 through July 5 from 8:30AM – 4PM, with options for early arrival and later departure at no additional charge.

For additional details and application information, please visit www.ChallengeAndChampions.org.
Staff Member Spotlight

Vaneita Adams is an Administrative Coordinator in the Division of General Medicine and Geriatrics and has been contributing to the Emory community for the last 11 years. She is based at the Grady campus.

Vaneita’s current responsibilities include coordinating the effort of faculty recruitment and part-time in grants administration. Her goal is to branch out fully into research and grants management, and with that aim in mind she has participated in extensive training and was recently successful in passing the CRA examination - a national certification awarded by the Research Administrators Certification Council (RACC).

She believes strongly in the Emory community and contributes constantly to making Emory a good place to work. She was one of the inaugural members of the Department of Medicine’s Project SEED which aimed to strengthen staff satisfaction and retention. In 2009, she was recognized for a “We are Emory” award for building a community atmosphere within Emory. And in 2011, she became a committee member of Emory President’s Commission on Race and Ethnicity (PCORE). In addition to her contributions to Emory, Vaneita volunteers as a friend to a senior with the Atlanta organization, Adopt-A-GrandParent and enjoys taking her 13 year old daughter on her visits to her senior.

Vaneita is originally from the Jamaica and loves Reggae and County & Western music.

If you see Vaneita, be sure to congratulate her for passing the Certified Research Administrator exam! In becoming a certified research administrator, an individual has met the eligibility requirements and possess a broad level of professional knowledge in project development and administration; legal requirements and sponsor interface; financial management; and general research administration management.

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.

Sit and Stand Up Straight

Many people are surprised when they hear that sitting and standing up straight is an exercise. Good posture itself is probably one of the most effective core strengthening exercises out there. This is due to the amount of muscles required to stabilize the upper body when keeping the back straight and the tummy tight. Here are some tips for better posture.

• Adjust your chair and keyboard to promote a non-slouching sitting position.
• Always sit with both feet firmly flat on the ground in front of you.
• Stand up tall, with your shoulders back and your chin raised.

Practicing good posture will usually alleviate lower back and neck pain. It will help you feel more confident and in control of yourself. Sitting and standing up straight will continually build strength in your abdominal and lower back muscles.


Do you spend hours a day at a desk? What do you do so that your muscles don’t become stiff and your brain foggy? Submit your favorite technique for increasing health and productivity when working at a desk to Rachelle Lehner (rlehner@emory.edu) and see your ideas in a future Staff Matters newsletter!
Career MPH Program

.... A distance-based program for working professionals

*When was the last time you did something to combat the flu epidemic, besides wash your hands?*

Imagine being the epidemiologist who tracks the spread of disease ... the public health
informatician who develops the surveillance system ... or the health educator who develops
trainings on prevention measures!

Consider getting your Master of Public Health (MPH) degree from Emory’s School of Public
Health to be that hero!

With your Courtesy Scholarship benefit, you have the money to pay for this!

Come find us and learn more about our distance-based MPH program

**Three majors:**
- Applied Epidemiology
- Applied Public Health Informatics
- Prevention Science

Apply by May 1, 2013 to guarantee consideration for the fall 2013 semester.

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**HOW TO APPLY**

**APPLY ONLINE@ SOPHAS:** [https://portal.sophas.org/](https://portal.sophas.org/)

**FALL 2013 APPLICATIONS:** Apply by May 1, 2013 to guarantee consideration for the fall 2013 semester. [Students are only admitted in the Fall]

**PROGRAM REQUIREMENTS:**
- Bachelor’s Degree
- 3 letters of recommendation
- Personal statement
- 3 years of relevant experience
- GRE, MCAI, GMAT, ECFMG or terminal US degree (Applied Epidemiology only)

International Applicants must submit a WES transcript evaluation and TOEFL score.

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**THE BEST OF BOTH WORLDS**

Our program is specifically designed for professionals who are looking for new or additional training to make a greater impact in the field of public health.

This unique program offers the convenience and interactivity of online learning with the engagement of face-to-face instruction during the two on-campus weekends per semester.

Students may attend part-time or attend full-time, with full-time students completing their MPH degree in just 7 semesters (2 years and 3 months).

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**Also from MPH**

Visit Emory
Friday March 22, 2013
Career MPH Session from 12:15-2:00 pm
Register now:
[https://www.surveymonkey.com/s/visitemorycmph](https://www.surveymonkey.com/s/visitemorycmph)
Below are computer mouse tips that help you get the full potential of your computer mouse and increase your overall productivity while on the computer.

**Shift key and mouse click**

Many text editors and programs allow you to highlight all or portions of text using the Shift key and the mouse. For example, place the cursor at the beginning of a paragraph in a text editor, hold down the Shift key and click at the end of the paragraph to highlight the full paragraph. *Bonus tip*: Holding down the Alt key while dragging and highlighting text in a text editor will allow you to selectively highlight text. This can be useful if your paragraph or other text is in a column.

**Take full advantage of the scroll wheel**

Today, everyone is familiar with a mouse wheels ability to scroll up and down on a page. However, this wheel can also do so much more, below are just a few examples.

- The mouse wheel is not just a wheel, it can also be used as a button. Pressing down on the wheel will act like a third mouse button. This can be used to open a web page in a tab by clicking the wheel on any link and can also be used to close a tab by clicking the wheel on any open tab.
- Holding down the shift key while scrolling up or down in a Internet browser will quickly go back and forward between web pages.
- Zoom in and Out on a web page, word document, excel spreadsheet, etc. by holding down the Ctrl key and scrolling up to zoom in and down to zoom out.
- Move forward and backwards while browsing the Internet by holding down the Shift key and scrolling up and down. Scrolling down goes back and scrolling up goes forward.
- Some mouse wheels can be pushed left or right to also move back and forward on a web page.

**Select with double and triple click**

Any word can be selected by double-clicking the word. If you want to highlight the whole paragraph, click the mouse button three times on any text in the paragraph.

**Use the right-click**

Take full advantage of the right-click any time you highlight text or wish to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item, copy it and then right-click anywhere else to paste it. *Tip*: If you right-click on any file or text and drag it while continuing to hold the right button, when you let go you will be given the option to move or copy that file or text. This saves you the extra step of having to right-click where you want to paste the item. *Tip*: While in a browser pressing and holding Ctrl while clicking on any link will open that link in a new tab.

**Ctrl key and mouse click or highlight**

While holding down the Ctrl key you can left-click to select multiple objects or highlight multiple sections of text. For example, in Microsoft Windows you could hold down the Ctrl key and click to select multiple files at once. If you want to highlight different parts of a paragraph or web page, you could also hold down the Ctrl key and select each section you want to copy.

**Use the Windows Snap To feature**

Take full advantage of the Windows mouse Snap To feature, which will automatically move your mouse to buttons that appear in a dialog box. For example, if you delete a file or close a window you may get a prompt asking you if you are sure you want to perform the task. With the Snap To feature enabled, the mouse cursor automatically moves to the Ok button, so all you will have to do is click the mouse button if you agree. This saves you the time of having to move the mouse cursor over to the Ok button and then click Ok. To enable this feature open the Mouse properties under the Windows Control Panel and check the Snap To check box under the Pointer Options tab. *Tip*: While changing this feature we also suggest looking at other available options in the Mouse settings. For example, increasing the Motion speed can also help increase your productivity while using the mouse.

**Manage the open window with the mouse**

Double-click the top title bar of any window to maximize a window or if it is already maximized resize it to a window. You can also double-click the icon for the window in the top-left corner of the window to close that window.

**Move the mouse with your keyboard**

Instead of using the mouse that came with your computer you can also enable Windows to use the number pad as a mouse.

*For complete list of Top 10 Tips: [http://www.computerhope.com/tips/tip32.htm](http://www.computerhope.com/tips/tip32.htm)*

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**Computer Training**

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](https://www.surveymonkey.com/s/SD2F5YN) (We only had 7 responses, perhaps indicating that interest in computer training is waning. If you are interested, please let us know what you need.)
Do you have a need for qualified clinical or research staff?

HR Recruiting invites all Research and Clinical PIs to join them for their annual Research and Clinical Careers Fair. If your department has a need for qualified clinical or research staff, this is a great opportunity to meet face-to-face with qualified candidates with the desire to expand their scientific and clinical knowledge. **Faculty members or their designees must register by March 25, 2013.**

Register: [http://www.hr.emory.edu/research_fair/researchers.html](http://www.hr.emory.edu/research_fair/researchers.html)

Click here to register your research and clinical needs.

Please direct questions to Deneen Hardy: dyhardy@emory.edu or 404-727-7543. You may also visit the Research Fair website.
Congratulations!

The following staff members have served the School of Medicine for 35, 30, 25, 20, 15 or 10 years respectively!

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

**20 Years of Service**
- Anna Marie Calcaterra, Emer Med
- Carol Rudolph Froman, Surgery
- Delmarsha Hanson, Psychiatry
- Freida Henderson, EMCF
- Rosemary Palma Jordan, Psychiatry
- Judy Wynn, Medicine

**15 Years of Service**
- Jane Rebekah Bordeau, Neurology
- Francisco Calderon, Animal Resources
- Sonja Dill, Anesthesiology
- Julette Holloway, Neurology
- Dietre May, Psychiatry
- Susan Dailey McConnell, Medicine
- Safiyah Rasheed, Pathology
- Robin Thompson, Human Genetics

**35 Years of Service**
- James W Gordon, Emergency Medicine
- Susan I. Mead, Surgery

**30 Years of Service**
- Margaret Nix, Radiology

**25 Years of Service**
- Dana Marie Ballacchino, Radiology
- Nancy Lee L'Hernault, Ophthalmology

**10 Years of Service**
- Charles Andrew Bailey, Medicine
- Deborah S. Cooper, Neurology
- Mary David, Radiology
- Michael Davis, Business & Finance
- Pamela S. Dilworth, Radiation Oncology
- Jayme Drake, Otolaryngology
- Peggy Goedken Wickham, Gyn Ob
- Christina T. Gray, Anesthesiology
- Kelly Marie Hamby, Surgery
- Kathy A. Hicks-Sengun, Human Genetics
- Kelly Howell, Medicine
- Eric Hunter, Pediatrics
- Eve Marie Maschino, Pediatrics
- Chikaodi Ntekop, Urology
- Elizabeth Sablon, Human Genetics
- Elsie Sanders, Dermatology
- Alonda Simms, Human Genetics
- Mary Turner, Medical Oncology

Note: Individuals listed are 1st quarter 2013 service award recipients per Human Resources