

Job description for clerk

Data Ability Team Meeting Agenda

June 17, 2014

3:30pm

Attending: Sarah L, Anna G, Debbie G, Deb R, Dylan C, Katie W, Colleen V, Kelly M, Maureen T

**1. Announcements/Discussions**

- a. Welcome Kelly!
- b. Birthday Club?
- c. Attendance award – ☺ Colleen ☺
- d. Drawing Positive Recognition slips

**2. It's Summer!**

- a. **Summer attire** – closed toed shoes; no flip flops, spaghetti straps, halter tops, low cut blouses, miniskirts, or short shorts.
- b. **Summer Heat Precautions** – encourage drinking water, be mindful of heat stroke/heat exhaustion
- c. When clerks are choosing to go outside, remember **\*\*sunscreen\*\*** and bug spray

**3. Timecards – remember to be filling out timecards/outcomes on your med day**

**4. Lunchtime – please keep personal cell phone use out of the lunch room**

**5. Maltreatment of minors/job descriptions, review and sign**

**6. During down time, please go through the outcome book and make sure you have signed outcomes for all clerks**

**7. July 3<sup>rd</sup> – grill out with CPN**

Look thru sign

Caseload Breakdown

**Debbie G**

JP: surgery on biopsy site - benign, stitches removed earache?

CJo:

NJ: returning on the 19<sup>th</sup>! adaptive stick, adaptive piece for using silverware

JC: -

" " for using cup/straw  
" meds - apple sauce

**Deb Ripp**

TV: health update ANNUAL 23<sup>rd</sup>

CB: - Comp Research

CJe:

**Floater:**

D [ MW: - AG  
JT: - AG  
CG: - AG

LP:

**Dylan C**

VP: - Metro Rules, Metro Times

TR: -

LM: - Clarify Goal, Keeping a calendar

**Colleen V:**

MR: - Improving on Time

SM: -

DT: -



HB:

Anna G:

MS:

AR: vacation

HL:

KW: - independent in time card/calculator

KL: to return on June 18<sup>th</sup>!

Sarah L

PB: focusing on Thursday attendance, pain medication concerns

EP: using his manual (possibly getting a new electric), safety while transporting

AH: will be starting again in a few weeks

Katie W

BH: - Bathroom at each brake 3x's

RN: upcoming annual

LZ: new walker

MS: continues to be out on medical leave

DC: recent surgery

TB:

After the annual meeting, please remember to make a copy of the updated Standing Order Med Sheet and Seizure Protocols and put in the med book, Copy of new RMP in new RMP book and a copy of the outcomes in the Outcome book to be signed at the next staff meeting.

~~KA~~ - KM - AR -  
CG -  
LP  
KW -

