

QUEST NEWS

NOVEMBER 2015

ATTENTION ALL STAFF

Holiday Time Off Requests:

If you are interested in taking time off from your regular position during the holiday season, the Employee Resource Centre asks that you provide us with as much notice as possible.

For all Time Off requested from December 19, 2015 - January 4, 2016 the deadline to submit the request is November 30, 2015.

Any Time Off Requests submitted after November 30, 2015 will be initially denied, and only approved if the



HELP-PORTRAIT™

We don't want to take your photograph; we want to give it to you for free.

November 28th, 2015

CASA: 230 8th Street South 10:00 am- 4:00 pm

A day dedicated to giving families and people in need a portrait for the holiday season. See you there!

November 1st

Put your clocks back an hour



Lest We Forget

Don't forget to attend the public Remembrance Day Ceremony held at the Exhibition (South Pavilion) on November 11th from 9:30-11:30.

Wear a poppy in remembrance of those Canadian Soldiers who



Employee Resource Centre

Employee File Requirements

Requirement	Important Notes	Expiry Date
Criminal Record Check with Vulnerable Sector	This is a condition on Employment, and must be submitted prior to working alone If you have a criminal charge, you are obligated to report this to your employer at the time of the incident	3 years
Intervention Record Check	This is a condition on Employment, and must be submitted prior to working alone If you have a record, you are obligated to report this to your employer at the time of the incident	3 years
Medication Administration	Must be completed prior to working alone	3 years
Crisis Prevention Intervention	Must be completed in the first 3-months of employment	18 months
Abuse Prevention & Response	Must be completed in the first 3-months of employment	1 year
Emergency First Aid Level A CPR & AED	Must be completed in the first 3-months of employment	3 years
Driver's License	Must be submitted in the first 3-months of employment	License on file must be current
Vehicle Insurance (\$2,000,000 3 rd Party Liability)	Must be submitted in the first 3-months of employment	Insurance on file must be current
Positive Behaviour Supports Level 1	Must be completed in the first 3-months of employment if you are working with an individual with a Behaviour Support Plan For all other employees, this must be completed after you have worked for one-year with the company	No expiry date
Mental Health First Aid	Must be completed if requested by the Employee Resource Centre	No expiry date
Musculoskeletal Injury Prevention (Lift and Transfer)	Only required if requested by Employee Resource Centre	No expiry date

****Grey Shaded Area = Mandatory Requirements that must be completed in order for your employment to remain in good standing****

SHOUT OUTS



Huge thank you to all of those CAP/OR staff that helped assemble the new furniture and ensured that it is protected for extended wear. ~ Tina

Shout out to Jon Coupe for your willingness to step up and help out wherever you are needed at CAP, your flexibility and team spirit has not gone unnoticed! ~ Kevin

Shout out to Alicia & Ashley in staffing! You have made the best of a difficult situation to keep CAP staffed during this transition period. Thanks ladies we appreciate you big time at CAP! ~ Kevin

Thank you to Cindy Reynolds. The CAP kitchen and cooking class has never been run so smoothly! It's truly a professional offering and it couldn't have been done without you. We are so appreciative to have you on our team! ~ Kevin

Shout out to Supported Home/Respite, thank you so much for getting your summaries and time sheets in on time. This is so important for me to help support you and to keep things moving! ~ Robyn

Health & Safety

Sidewalk Safety

To ensure everyone is safe during winter conditions, the City of Lethbridge asks homeowners or tenants to clear any snow, ice or other debris, which has been deposited on the sidewalk next to their property within 24 hours.

Have a little extra energy, good cheer or just feel like performing an act of kindness; why not help shovel your neighbor's sidewalk too!

Need sand for your sidewalk? The City of Lethbridge has two locations where you can get free sand for slippery sidewalks:

- On the corner of 4th Avenue North and 7th Street North
- At the West Lethbridge Recycling Station on the corner of University Drive West and Bridge drive west.

If you would like to use this sand on your sidewalk please bring along a bucket or bag and a shovel to aid in loading. Remember safety first when shoveling: Please visit the website for the Quest October Newsletter for shoveling tips.

What happens if you don't keep your sidewalk clear? According to the City of Lethbridge website you may receive a notice requiring that your sidewalks be cleared. Failure to comply may result in a first offence penalty of \$50, second offense of \$100 and a third offense of \$150. Also people may fall and it can cause a serious injury!

If you would like more information regarding snow removal please visit the City of Lethbridge website.

If you have any questions or concerns in regards to sidewalk safety please contact the Maintenance Department or the Health & Safety Department at 403-381-9515.

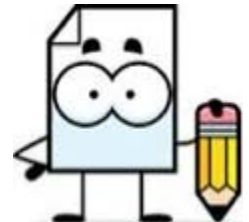


Behavior Management

Incident Reports are the forms we use to record anything that happens that is out of ordinary for the people we support. If you fill out Incident Reports regularly, you are probably familiar with the process of filling them out and submitting them to the office before the office closes the next business day.

For some of you, Incident Reports are filled out less frequently, which sometimes means that you're unsure what should and/or should not be included in the report.

A new Incident Report form was introduced in September, which will hopefully clarify some of the questions and concerns people have. In addition, a video will be posted to the website in the coming months that will provide a step-by-step guide on completing an Incident Reports. If you have questions or concerns about Incident Reports or how they are filled out, contact your supervisor or Matt Olson at 403-381-9515 or m.olson@questsupport.com.





TAKE ME OUT TO THE BALL GAME!



Baseball is always a hot topic at Quinn's house. Quinn loves to play, watch and talk about baseball! He has been talking about going on an airplane to watch a baseball game and buy a blue hat for years and this fall that dream came true! Along with two of his long time staff, Quinn was able to spend five days in Toronto. And, despite the Jays losing, he had the time of his life!



While in Toronto Quinn was able to go to two playoff games (he might have been the only one smiling when he left the park), the Hockey Hall of Fame and Canada's Wonderland! He had a ton of laughs and will cherish the memories he made for a lifetime!

Special thank you to Jeff Johnson and Shane Johnson for all your hard work in planning and joining Quinn on his amazing adventure!



Community Living

Important Reminders for all staff working in the Community Living Program:

1. **Complete Med Checks regularly** to ensure no mistakes are made.
2. **View the objective writing video** on the website to refresh your memory of how to fill out paperwork using appropriate descriptive language.
3. **Confidentiality**-remember to only share information about the people you support with other staff if they are directly involved with working with them as well.

Acts of Kindness

In October, the Community Living program had 15 Acts of Kindness recognition cards submitted! That is a great improvement from previous months. Great work everyone!

TA-gave some Halloween stickers to her next-door neighbor.

NOB- opened the door for a man at Shaw Cable.

HR- offered cans of pop to his staff.

KW-held the door open for a mom pushing a stroller and sang a lullaby to a crying puppy.

Community Access

What does your Community Access Program have to offer?

- 15 different class offerings during the year
- Tons of technology including I pad's, Apple TV's, 2 HD Projection Theatres, Wii, X Box and much more!
- A pool table, air hockey table, Foosball and a brand new basketball game.



Mark your calendar!

The Musical Comedy Scrooge will be held

December 16th at 1pm & 7pm at the Community Access Program.

We want to add a NEW segment to our newsletter!

Its called "Ask us (Almost) anything!" It is a chance for staff to write in and ask the management team questions about almost anything. This is intended for the purpose to give staff information and also bridge the gap between management and frontline staff. Questions can be light & humorous or information seeking.

Submit your questions by email to:

Brenna at b.draper@questsupport.com or

Shane at s.horton@questsupport.com

And check out the next newsletter for your answer!

Masquerade Employee Christmas Party


December 18th, 2015 1900hrs-2330hrs
Galt Museum & Archives: Viewing Gallery

\$10 per ticket, one guest per employee

Live music, appetizers, prizes, drinks & dancing

Ticket Sales November 13th - December 1st

Quest Community Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Jam Session</p> <p>Cooking Class 1030 Drama Class 1300</p>	<p>3</p> <p>QFF Lite 1015</p> <p>Music Class: Christmas Carols 1300</p>	<p>4</p> <p>Tactile Art Class 1015</p> <p>Bowling 1330 Multimedia 1300</p> <p>OR N.S Pool Swim 630</p>	<p>5</p> <p>Cooking Class 1030</p> <p>Bowling 1330</p> <p><i>Abuse Prevention 1300-1600</i></p>	<p>6</p> <p>Drama Play Rehearsal 1 pm</p>
<p>9</p> <p>Jam Session</p> <p>Cooking Class 1030 Drama Class 1300</p>	<p>10</p> <p>QFF Lite 1015</p> <p>Music Class: Christmas Carols 1300</p> <p><i>Med Admin 1630-1930</i></p>	<p>11</p> <p>Remembrance Day</p> <p>Quest Closed No Outreach Activity</p> 	<p>12</p> <p>Cooking Class 1030</p> <p>Opokaasin 130pm</p>	<p>13</p> <p>Drama Play Rehearsal 1 pm</p>
<p>16</p> <p>Jam Session</p> <p>Cooking Class 1030 Norbridge OR 130 Drama Class 1300</p> <p><i>Lift & Transfer 1600-1900</i></p>	<p>17</p> <p>QFF Lite 1015</p> <p>Music Class: Christmas Carols 1300</p>	<p>18</p> <p>Tactile Art Class 1015</p> <p>Bowling 1330 Multimedia 1300</p> <p>OR Pajama & Movie Night 6pm</p> <p><i>Med Admin 1630-1930</i></p>	<p>19</p> <p>Cooking Class 1030</p> <p>Bowling 1330</p> <p><i>CPI Refresher 1700-2100</i></p>	<p>20</p> <p>Drama Play Rehearsal 1 pm</p>
<p>23</p> <p>Jam Session</p> <p>Cooking Class 1030 Drama Class 1300</p>	<p>24</p> <p>QFF Lite 1015</p> <p>Music Class: Christmas Carols 1300</p>	<p>25</p> <p>Tactile Art Class 1015</p> <p>Bowling 1330 Multimedia 1300</p> <p>OR Games Night 630</p>	<p>26</p> <p>Cooking Class 1030</p> <p>Opokaasin 130pm</p>	<p>27</p> <p>Drama Play Rehearsal 1 pm</p>
<p>30</p> <p>Jam Session</p> <p>Cooking Class 1030 Drama Class 1300</p>	<p>Legend: CAP: Bold Community: Regular OR: Blue Training: Green/Italics</p>	<p>Medication Administration Training Dates</p> <p>November 10th 1630-1930 November 18th 1630-1930</p> <p>December 1st 1630-1930</p>		