



VONotes

Welcome to the first issue of *VONotes*. *VONotes* is the newsletter for all VON Grey-Bruce staff. We will be using this newsletter to keep you informed of the happenings of our local VON.

CQI

VON Canada offers "Lunch and Learn" teleconferences on the Quality Education Modules. Staff who have missed any modules can use these sessions for "catch-up."

Module 4 PDRA Processes

Friday, March 10th at 12:15 p.m. to 1:15 p.m.

Module 5 Indicators

Friday, March 24th at 12:15 p.m. to 1:15 p.m.

To get more details go to the VON Canada website: Branch support>Client Services>Calendar of Events>March>click on date

Reminder: nurses are required to attend.

Education Days

Education days are scheduled for - **April 4, 6, 21, & 24** from 9:00 a.m. to 3:00 p.m. in the boardroom. The teams are requested to arrange coverage in order for **each nurse to attend one session.**

Mileage Policy

Reminder: When travelling from home mileage tracking begins from the first VON stop (i.e.: office or client visit) or after 30 kilometers, whichever comes first. Track to the last client or 30 kilometers from home.

Fax Situation

Thank you to everyone for your patience in dealing with our faxing dilemma. There are many options being considered with no solution to date. In the

Welcome to VON Grey-Bruce

A warm welcome to everyone who has joined the VON Grey-Bruce family since September 2005.

Administrative

Janice Holmes –
Fund Development &
Marketing
Lois MacIsaac –
Customer Service
Planner-South
Marianne Fremlin –
Customer Service
Support

RN's

Barbara Stanley
Laura Miller
Vicki Kell-Kemp
Mary-Ann Regier
Drew Knape

RPN's

Tanya Williams
Teresa Miskie
Ainsley Beckmann

meantime, please remain tolerant. We will use whatever means we can to get your paperwork to you in a resourceful manner. We are faxing direct to those who can receive in their homes and to the local offices for those who cannot. Thank you again for your patience.

Nursing Protocol for Snow Days

We are in the midst of another Grey Bruce winter, and no matter what Wiarton Willie says, we are likely to have more snow. Here is a reminder of the protocol for snow days.

1. If you cannot get out safely, call the office and let them know you are staying home and are going to call your clients.
2. Call your clients to let them know you cannot make it due to weather. Make notations on your NRS:
 - Ensure your clients have instructions as to how to deal with their treatment in lieu of your visit.
 - Establish whether this visit needs to be rescheduled or cancelled. If today is Monday and they are seen Mon/Wed/Fri, there is no need to move the visit to Tuesday in most cases.
 - Write on your NRS "CXL" if cancelled or "RES" if rescheduled. This is VERY important because if you report visits as cancelled, then CCAC will NOT pay for a rescheduled visit!
3. Call Planner on voicemail, before 2pm, and leave the messages clearly and distinctly: "CXL A, B, and C. Reschedule D to (give new date),etc., etc..."
4. If you decide a visit can be made safely, ensure that someone knows your whereabouts and that your planner knows about the visit.

Be safe out there!!!!

Taxes – T2200

There have been some changes that may affect how you complete your income tax return. VON's policy has been that you could not claim your home office on your taxes. For **question 9A** on the T2200 form, VON Canada has re-looked at the policy and **staff at their own discretion may choose to claim home office expenses**. However, please note that **VON does not give receipts** for paper, printer cartridges, fax cartridges and other office expenses. You must **keep your own records in case of an audit** by Canada Revenue Agency.

Additionally, VON pays 34¢/km. You can claim the difference between this amount and the maximum allowed by Canada Revenue Agency. To ensure you

understand how these changes affect your situation **please get advice from a tax professional** before claiming these items on your tax return.

Fund Development and Marketing

Through the budget process the Board has committed to providing \$113,000 for local charitable projects in 2006/2007.

Through the National Vision strategy there is now more collaboration with projects with National taking a lead and providing support. **We need your help** in either providing **contacts, suggestions** or to **volunteer** on a committee or as needed for events.

VON Canada has introduced a new "**WALK, RUN, ROLL**" event. This was chosen to allow as many people to participate, in any way they are physically able. There are already successful events happening in a number of locations in Canada. The event is projected to take place the first Saturday of VON Week, May 13th. The location will likely be in the Owen Sound area due to the concentration of population.

The third annual "**Chocolate Lovers Dream Dinner**" will be **Saturday, June 10, 2006** at the Owen Sound Golf & Country Club. Last year, one hundred diners enjoyed a decadent meal laced with chocolate from appetizers to dessert. Musical entertainment, silent and live auctions complimented the evening to raise \$10,000 for local services. We hope to surpass this amount this year.

Quarterly mailings to supporters will happen in March, May, August and December. Three **newsletters** will be sent to keep our patrons informed of the work their dollars are doing. A direct ask with reply envelope will be sent in the May newsletter and the December Christmas Card. An additional **Acquisition** mailer was sent to a number of households last December to acquire new donors and it is anticipated that this will happen again in 2006.

As was first introduced in December, VON Canada is unveiling a **new Logo**. You will see the rollout of our new branding in the coming months.

VON Week May 13 to May 20th, 2006

VON apparel is still available.

VON blue **wristbands** are available at \$2 each.

Time Per Visit (TPV)

As mentioned on the February 2nd teleconference, there is currently a study being done nationally on the **time per visit** and its impact on visiting nursing.

Our representative on this committee is Sue Buxton from the Meaford team.

Whereas we are **paid by visit** and not by hour, this impacts us differently than some other branches. It does concern us nevertheless. When you are reporting your hours for the day, do not report based one visit equals one hour. We need you to be candid and **report the actual time you spend** doing your day. Do not count your lunch break or any personal errands.

Your pay will not be affected in any way. What will be affected is our ability to properly predict the future needs of the branch and budget more realistically. There will be more information coming once the TPV study is complete.

We will keep you posted on these issues. In the meantime, we can start the process with precise reporting of the hours in your day. We really appreciate your efforts in enabling us to follow the national framework.

Fire Inspections

In case you noticed some strangers coming and going in the VON offices, there have been fire inspections occurring over the past few weeks. Cathy has noted that staff should be congratulated on the cleanliness and safety of the offices. Floor plans and fire plans must be posted in all the offices. These will be posted shortly.

The Family Health Team

The VON Sauble Family Health Team planning is moving along quickly. A Strategic Plan and Needs Assessment has been completed. Program planning and preliminary recruitment plans have been completed. A Community Advisory Team was struck complete with Terms of Reference.

The SAUBLE FAMILY HEALTH CENTRE will be built on land donated by the Municipality of South Bruce Peninsula, Architect Drawings have been reviewed.

Proposed services that will be involved include: Physicians, Nurse Practitioners, Nurses, Community Care Access Centre (CCAC) Case Management, Mental Health, Child and Youth Services, Child Mental Health Worker, Chiropody, Social Worker, Reception, Volunteer Services, VON Foot Care, Diabetes, Cardiac Prevention and Rehabilitation and Information Technology Services.