



# Truman VA BULLETIN

Department of Veteran Affairs—Columbia, Missouri

Volume 2010, Issue 6

## EMPLOYEE RECOGNITION AWARDS

**Sheila C. Plaster** (PS) – Employee of the Month (February)

**John H. Payne** (FM) – Customer Service Star Award (January)

**Dennis A. Aue** (Police) – Customer Service Star Award (February)

**Barbara R. Owen, RN** (PI) – Patient Safety “Good Catch” Award (January)

**Leslie C. Durrant, PharmD** (Pharmacy) – Patient Safety “Good Catch” Award (2009)

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## TRUMAN VA RESEARCH IN THE NEWS

Three abstracts submitted by local staff to the Association for Research in Vision and Ophthalmology, the most prestigious and largest international eye research meeting, have been selected as the “best paper” among more than 1,600 abstracts. The awardees are all associated with the protocols of **Rajiv R. Mohan, PhD**. In addition to

the “best paper” designation, each award recipient received a Travel Grant Award to the May 1-6 meeting in Ft. Lauderdale, Fla. Congratulations to Dr. Mohan and the 2010 awardees from Truman VA. They include:

**Vanessa Lopez, MD** - Corneal Scarring and Wound Healing

**David Phillips**, medical student – Corneal Gene Therapy

**Jonathan Tovey, MD** – Nanomedicine.



## 2009 ANNUAL REPORT

The electronic version of the 2009 Annual Report for Truman VA Hospital is available on the hospital home page under the Hospital News section. All employees are en-

couraged to check it out. A slightly modified version of the report is available on our Internet Website at [www.columbiamo.va.gov](http://www.columbiamo.va.gov) on the Public Affairs Office link.

Hard cover copies are available as well. For more information, contact **Stephen Gaither**, Public Affairs Officer.



## A GIFT OF WARMTH

**Angie Davis, LPN**, (right) custom made this quilt, had it signed by her co-workers in Behavioral Health and sent it as a holiday gift to a soldier serving in Afghanistan. Also pictured are **Maya Warren, RN**, Nurse Manager (BH) and Santa (**Jeff Kimbro** from HR).

## OI&T CORNER - OUTLOOK AND SIGNATURES

### STEP 1. CREATE A SIGNATURE.

**A. New message** → **Message** tab → **Include** group → **Signature** → **Signatures**

**B. E-mail Signature** tab → **New**

**C. Enter a name** for the signature → **OK**

**D. Edit signature** box → enter text to include in the signature

**E. Format text** → select text → use **Style** and **Formatting** buttons to select options

\*HTML-based signatures are no longer available. For more information, see **Using Outlook 2007 with and without**

**Word 2007 installed.**

\*Style and Formatting buttons are not available if plain text is used a default message format.

*NOTE When you reply to a message, Outlook preserves the format of the original message. However, if you select the Read all standard mail in plain text option, Outlook formats your reply in plain text. Or you can click the InfoBar, change the format of the message to HTML or Rich Text, and then reply. If you change the format of the message, the reply is formatted with the new display format. For information on changing message formats, see Change the message format to HTML, Rich Text, or*

*plain text.*

**F.** To add elements/options, place cursor at spot to insert element and choose from the options below.

**G.** When you finish formatting your signature, click **OK**.  
**NOTE** The signature you just created or modified will not appear in the currently open message; it must be inserted into the message. For more information, see "Step 2: Insert a signature in a message." below.

### STEP 2. ADD A SIGNATURE TO MESSAGES.

A signature can be manually or automatically inserted in an outgoing message.

Options	How To	Notes
Electronic Business Card	<b>Business Card</b> > contact from <b>Filed As</b> > <b>OK</b>	Adding your business card to a signature allows you to include specific contact information you want
Hyperlink	<b>Insert Hyperlink</b> button > browse to a hyperlink, click to	
Picture	<b>Picture</b> button > browse to a picture > click to select picture > <b>OK</b>  Common image file formats for pictures include: .bmp, .gif, .jpg, and .png.	For information on adding an image of your handwritten signature, see:  <a href="#">Add your handwritten signature to an e-mail message</a>  <a href="#">Create a handwritten signature for your messages on the Tablet PC</a>

**NOTE** You can have only one signature per e-mail message, but it is possible to create different signatures: basic (name/extension) versus detailed (name/title/hospital address/extension/etc.).

#### A. Insert a signature automatically

\*New message → Message tab → Include group → Signature → Signatures.

\*Choose default signature → E-mail account list → select e-mail account to link to the signature.

\*New messages list → select signature.

\*To automatically include a signature in responses and forwarded messages: Replies/forwards → select signature → OK. If not, select None → OK.

#### B. Insert a signature manually

\*New message → Message tab → Include group → Signature → select signature

Helpful hints about “Microsoft Office Outlook” can be found online:

\*Select ‘Help’ from the top menu bar

\*Then Microsoft Office Outlook Help F1’ from the pop-up menu.

## PREVENTION OF WORKPLACE HARASSMENT POLICY

Hospital policy (HPM 589A4-398, Prevention of Workplace Harassment) has been revised in accordance with VHA directive and is available on the hospital home page. Specific changes include:

All allegations or workplace harassment against a senior official (GS-14 and above) must be reported to the VISN Director within 24 hours of notification of the allegation. Quid Pro Quo is no longer the legal standard. The new legal standard is harassment resulting in tangible employment action or no tangible employment action (i.e., hostile work environment).

Questions regarding this policy should be directed to **Sara Hake**, EEO Program Manager.

## VA RESEARCH WEEK POSTER CONTEST

As part of the local celebration of VA Research Week, April 26-30, the Missouri Foundation for Medical Research is sponsoring a poster contest. Poster categories include (1) Best Poster Presentation – Young Investigator and (2) People’s Choice Award – Best Poster. Entrants must have a paid or without compensation (WOC) appointment at Truman VA and must be a research investigator with an active Research and Development Committee approved protocol or be a research staff member associated with a Truman VA research investigator. Cash awards (\$750) will be provided to the winning posters in each category. For more information, contact **Sharon Feltman**, executive director of the Missouri Foundation for Medical Research via e-mail at [sharon.feltman@va.gov](mailto:sharon.feltman@va.gov).



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NOTE OF THANKS

To my co-workers and friends -

Thank you for your well wishes and generosity in donating leave to me. I appreciate your kindness and hope to recover soon.

Tracey Hurd

MANAGING STRESS

Truman VA's Employee Satisfaction Committee is sponsoring a lunch and learn presentation - "Managing Stress Before It Manages You" - on Tuesday, March 30 from 12 noon to 1:00 p.m. in the auditorium. The presentation will cover range of stressors, emotional and physical effects of stress, positive benefits of stress as well as stress management and relaxation strategies.

OFFICER NOBLES RECOGNIZED FOR TRAINING

Ken Nobles, Truman VA police officer, has been recognized nationally as an exceptional trainer in the VA Prevention and Management of Disruptive Behavior training course. Because of his reputation and consistently outstanding evaluations as a master trainer in these train-the-trainer sessions, he was asked to provide the training course to Department of Defense (DoD) trainers, both civilian and military, at Walter Reed Army Hospital in Washington, DC from March 8-12. This is the third time that he has trained DoD personnel. In May 2008 and Sept. 2009, Ken conducted training sessions at Landstuhl Regional Medical Center in Germany. The primary focus of the training involves effective management of disruptive behavior by patients but does include behavior by family members and employees.

NEW EMPLOYEES



WELCOME (\*NOT PICTURED)

- Amanda McClain, RN, Staff Nurse (PS)
David Plotner, Carpenter (FM)
Kimberly Wise, LPN (PC)
Tanisha Wilson, Graduate Practical Nurse
James Witting, Supervisory Biomedical Engineer (FM)
\*Samuel Whitsel, Physical Therapy Trainee (CS)

FAREWELL

- \*Leisha Hazlett, LPN (PS)
\*Robert McCann, Telephone Operator (HAS)
\*Christine Warden, Student Nurse Technician (PS)

ENJOY YOUR FREEDOM?