



SSM Health Cardinal Glennon Children's Hospital

October 2022 Volunteer news

* Flu Vaccine and ReadySet update –

The flu vaccine is required this year – please get it wherever you are able that is convenient to you – SSM will offer community flu vaccine clinics, but we will **not** have a public clinic inside our hospital this year. Emails with instructions on how to upload your flu vaccine documentation into ReadySet coming soon/sent from ReadySet/Employee Health to those with accounts earlier this week. You will **not** need to send/bring proof to me – the requirement is met through your uploading the document to your ReadySet account. Instructions to upload attached.

*All volunteers should be **logging in and out of Volgistics** each time you volunteer. This helps us as a hospital know how many hours you all generously give to us each year, helps you track them for anything else you might want them for AND, specifically these days, ensures proper data for any contact tracing we might need to do. All volunteers have access to the Volunteer Office 24/7 and the touch screen computer, but you can also use any SSM computer.

Health and Safety Updates



Please take a minute when you are in your volunteer area/unit/department and make sure you feel comfortable with knowing what you would do in an emergency if it happened while you were in that location. Would you know what is required of you? How would you keep yourself, a patient and family safe?

- Hand hygiene
- Safety Codes (BERT, STRONG, GREEN)
- Weather alerts

As always, if you have any questions or concerns or you just do not remember something, please let us know!

Child Life Volunteers

Good news – we now have three Child Life Assistants!

Hopefully you have met Katie, Krista and/or Danielle. One of them is here anytime volunteers are here and one of their main roles is supporting you! They share the same ASCOM phone # 5856 and should also be who you direct any questions or last-minute schedule changes to.

Their schedule is as follows: M- TH 9-4:30 **Katie**

M, TH, F 3:30-7:30pm and every other weekend **Krista**

T, F 9-5:30pm and every other weekend **Danielle**

Happy October Birthday!

Manasa	Handady	10/2
Salomi	Inje	10/2
Marian	Kipper	10/5
John	Denton	10/9
Lynn	Reinheimer	10/9
Dane	Meyer	10/11
Emily	Norton	10/11
Debbie	Wurdack	10/12
Molly	McKavanagh	10/16
Sue	Shroba	10/17
Helen	Csik	10/18
Sandra	Samuel	10/20
Mary	Tinsley	10/20
Emma	Nowlin	10/22
Olivia	Spaedy	10/26
Olivia	Emerson	10/27
Julie	McKellar	10/28





SSMHealth.

Documents in ReadySet – Managing Documents in My Health

My Health Documents

READYSET provides the ability for employees to manager documents from their My Health Portal.

To Begin:

1. Employee logs into ReadySet to get to their My Health account
2. Click on Documents in left-hand menu
3. Click Upload Document

Add a Document:

4. **Document to Upload:** Click the Select a File button. Find your document on your PC and select (generally it is a double-click)
5. **Document Name:** Type in a descriptive name with year for your document (e.g. COVID VACCINE 2021)
6. **Document Type:** Click on the down arrow and select your ministry from the drop-down list
7. **Upload Comment:** type one in if needed
8. Click Upload, and you're done!

Delete a Document:

9. Check the box next to the document and click Delete Selected

WHERE IN READYSET

Have your document on your PC ready to upload!

READYSET SSMHealth.

My Health 1 Settings

Welcome
Health Surveys
Report Incident
Appointments
Test Results
Results
Letters
Documents 2
FAQ
Links
Contact Us

Search

Document Name 3
Document Type
Document Source
Charting Form
Appt Date
Document Status
Created By
Creation Date
Last Update By
Last Update Date

Documents

Upload Document Delete Selected

Document Name Document Type Document Source

No Results Found

My Health User Settings

Welcome
Health Surveys
Report Incident
Appointments
Test Results
Results
Letters
Documents 2
FAQ
Links
Contact Us

Search

Document Name
Document Type
Document Source
Charting Form
Appt Date
Document Status
Created By

Documents

Upload Document Delete Selected

Document Name
CTest Flu Vaccine 2020 9

Click to see document details

Click to view document

Add Document [X]

Any files that you upload can be viewed by your EHS department.

Document to Upload: * C:\fakepath\CTest Flu Vaccine 2020.docx [Select a File...](#)

The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff.

Document Name: * CTest Flu Vaccine 2020

Document Type: * WI St Mary's Madison ▼

Upload Comment:

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