Susan G. Komen Race for the Cure

Sunday, May 15, 2011 over 300 UMDNJ employees, faculty and students were registered among 7,400 participants in the Susan G. Komen North Jersey Race for the Cure held at the Essex County South Mountain Recreation Complex, West Orange, NJ.

Overall the North Jersey Race for the Cure raised $1,495,000 with UMDNJ bringing in $27,846.55.

Among the 100 UMDNJ participants who endured a chilly day of rain were UCHC’s Jeff Dickert, Magie Conrad, Arthur Brewer, Marci Masker and Lisa DeBilio. Both Jeff Dickert and Marci Masker participated in the 5K Race for the Cure, with Dr. Dickert crossing the finish line in 28 minutes and 32 seconds.

While those employees braved the rain a few others chose to “Sleep in for the Cure”, an option for participants to register and fundraise if unable to attend on race day.

UCHC extends a BIG thank you to all participants and donors. Your generosity is truly appreciated by those whose lives have been touched by breast cancer.

Are Staff At Risk?

“...forensic mental health and prison environments present unique risks for boundary violations between male inmate/patients and female staff.” This comes directly from the article, Sexual Boundary Violations Committed by Female Forensic Workers by Christina Faulkner, MSW, RSW and Cheryl Regehr, in the Journal of the American Academy of Psychiatry and the Law 39: 154-53, 2011.

The article (emailed to all UCHC staff) goes on to discuss items that increase staff risk such as inmates’ ability to charm, manipulate and intimidate others; and staff vulnerabilities including emotional distress, isolation and/or a misguided notion about rescuing inmate/patients. The overall recommendation is that such problems need to be discussed more openly (see this issue’s Ask Mechele) so that female staff can, “seek consultation and guidance when they feel at risk.”

If you did not receive an email copy of this article please contact Dr. Mechele Morris (morrisme@umdnj.edu or 609-292-2252).
In Memoriam

On Sunday May 15, 2011, University Correctional HealthCare (UCHC) lost one of its own when Staff Nurse Freda Osei was fatally injured in an automobile accident on her way to work. Freda worked at Edna Mahan Correctional Facility for Women (EMCFW) and Mountainview Youth Correctional Facility (MYCF). Although she had not completed a full year at UCHC, the impact of her loss reverberated deeply with those who knew and worked with her. As a graduate of the University of Medicine and Dentistry of New Jersey (UMDNJ) Freda came to UCHC already a part of the family. Below are a few comments from those who knew her best.

“Freda was a new nurse but displayed a lot of passion for the profession. She was very caring and empathic with her patients and always willing to learn and ask questions. Freda always volunteered and would go above and beyond whatever was expected. She literally didn’t know how to say ‘No’ when it came to work. Freda would work any shift and take up any assignment and do it very well. Her passion for nursing led her to apply to the UMDNJ Family Nurse Practitioner’s Program scheduled to begin in September...she was accepted. It’s unfortunate that this next step in the profession that she loved so much will never be realized.”  - Michael Ajayi

“I saw in Freda a nurse who was going to make a cultural change in correctional nursing. Her eagerness to learn, respect for patients and colleagues and the enthusiasm she brought to work every day were unparalleled. We greatly miss her.”  - Gerald Ojukwu

“I will always remember Freda for her great sense of humor, her beautiful smile, and how eager she was to help anyone with anything. She will be greatly missed by her friends here at EMCF.”  - Shea Steckel

“Freda Osei was a radiant energy. My interactions with her though brief, were markedly memorable. As medical director at EMCFW my plate is usually full and always busy. I am often demanding and exacting. Freda reminded me of who I used to be, but have since forgotten. She was always upbeat and quick to laugh or giggle; and at times I wasn’t even sure what was so funny, but she was able to make light of anything. Sometimes after she left the room, I would sit back in awe of her effervescent radiance. I wondered why she always seemed so happy, but never took the time to ask...a chance at a life lesson missed.

Freda was an active team player, quick to help, easy to direct and without ego. She seemed to enjoy what she did and her patients adored her. She flowed easily between people. Her sudden passing affected inmates, staff and custody. I most regret not knowing her better. She has given me pause to reflect on many things. I am now taking the time to know my staff better and have become more patient and careful.

Freda’s sudden departure reminds us of the certainty of uncertainty. I will remember her always. I can still see her face, her smile, and hear her laughter down the hall.”  - Sandra Braimbridge, MD

We at UCHC offer heartfelt condolences to all who mourn the loss of our valued colleague, Freda Osei.

A shining star is remembered not for how long it lasts, but rather for the brightness of its light.
Ask Mechele...

Dear Mechele,

I recently overheard a private conversation between two officers at my site. They were discussing a member of our staff and their suspicions that some of her activities were questionable. The problem is that I know this staff member and pretty much agree with their view of her behavior. She’s pretty quiet and low key, but lately she’s been spending more and more time on a unit where I also work and she’s always talking to the same inmate. The officers commented on the fact that when she started working here she was thought to be pretty “plain” even for a woman working in prison. They suspected when she began to dress up she had hooked up with one of the officers. One CO confirmed that she was seeing an officer but their relationship had fizzled out; so when she began dressing up even more they just figured it was to impress a new boyfriend. They believed she’d caught feelings for an inmate...the same one I see her talking with. During orientation I heard about things like this happening in prison but never came face to face with it and don’t really know how I should handle it. I don’t really know her that well so it wouldn’t be right for me to approach her with my concerns. I do know the two officers pretty well, but to speak to them on the matter would confirm that I was eavesdropping on their conversation. I need some advice before things get out of hand.

-Between a Rock & a Hard Place

“Between a Rock & a Hard Place,”

I’m pleased this situation caused you to reflect back on some of the things I address in our New Employee Orientation. While it’s not a common occurrence, we have lost employees as a result of inappropriate relationships with inmates (see the article “Are Staff at Risk” in this newsletter).

Since I’m optimistic by nature, I see your dilemma more as an opportunity than a problem. Having had a good relationship with several officers when I was full time at NJSP, I often sought out the advice of a trusted officer when I had a problem and they always led me in the right direction. You said you know these officers pretty well so why not just admit that you overheard their discussion and encourage them to express their concerns to the staff member in question or a UCHC supervisor.

One of the things I highlight in orientation is the importance of developing a working relationship with the officers we encounter every day. Recognize they are correctional professionals and seek them out for their expertise. And know that such relationships also work to our advantage as the officers will then come to us for our knowledge in mental health and medical matters. Once these bonds are formed it’s much easier to communicate when problems arise. Word gets around when custody and healthcare staff work cooperatively and this really comes in handy when we disagree (and we disagree a lot) because when there’s mutual respect, everyone’s job is easier.

Now back to your dilemma; if you’re not comfortable being forthright, drop your supervisor an anonymous note, call EAP for advice or, you could bring up the topic in a treatment team meeting saying that you overheard the conversation but didn’t hear the name of the staff member in question. If this individual is at the team meeting, hearing the officer’s perceptions might be the catalyst that brings them to their senses. If not, at least you’ve opened up the door to begin a dialogue where sticky issues like this can be openly discussed and hopefully avoided in the future.

I’m glad you chose to use Ask Mechele to voice your concern. Since everyone gets this newsletter you may have not only saved somebody’s job, but spared them becoming a potential resident of the NJDOC.

Have a dilemma? Send your question to morrisme@umdnj.edu or fax anonymously to (609) 341-9380, attention “Ask Mechele”
Technology Corner… Forms, Forms & More Forms

By Leo Agrillo

Within our working environment the ability to perform assigned tasks is dependent upon filling out and submitting the correct forms. Unfortunately, the majority of these forms cannot be done electronically so they must be printed, signed and submitted.

**NJDOC Internet Access**

Internet access to the Department of Corrections (DOC) Network requires you to fill out the correct form, have it signed by your supervisor and submit the original (faxes & copies are not acceptable). For existing employees, those returning from leave or those who have lost their privileges due to inactivity, an attachment 3.0 Form must be completed and submitted. This form is available from the DOC Intranet or from your department data control clerk. To verify whether or not you have internet access go to www.google.com. If you reach Google you have access; if you receive a forbidden error 403 you do not have internet access and need to submit an original 3.0 Form.

For new employees hired after April 1, 2010, the attachment 2M Form will allow you internet access (a 3.0 Form is not needed if a 2M Form was completed and submitted). And just as described above, in order to verify your internet access go to www.google.com. If you receive a forbidden error 403 you do not have internet access and will need to contact the DOC Help Desk by phone (609–984–8288) or email (helpdesk@doc.state.nj.us). Inform them that your 2M Form was submitted and you require internet access.

**Local Drive / Network Drives**

Local Drive - a disk or tape drive directly attached to the user's computer. The term is used to differentiate the drive from one on a server in the network, which would be called a "network drive" or "remote drive."

**Shared Network Drive**

G: drive is our shared “network drive” on the DOC Network. Access the G: drive by clicking My Computer and then on the drive name. The full name of the G: drive is “Groups on 'Dochubgrps\Grps' (G:).” All users can assess parts of this drive. When you click on this drive you will see one or more folders depending on your permissions. Access to the different folders is based upon your business need for that particular folder. Medical is the first folder that can be accessed. Clicking on Medical will show you the additional folders that you are allowed to access. Some of the sub-folders under Medical are AllMed, RecRegs, OPI, Inmate Complaints, Dental and Billings. AllMed can be accessed by everyone and additional sub-folders are listed below. Access to the other folders: Medical Records Database, Objective Performance Indicators (OPI), Inmate Complaints, Dental and Hospitalization can be granted if you have a business need by emailing Lisa Debilio at debilila@umdnj.edu.

**Personal Network Drive**

Every user is given a personal network drive named (H). The drive is labeled with your login name, for example “Cmsagri on 'Usrs_server\Usrs\Medical\(H)" Sub-folders are predefined on this drive. As stated, this drive may only be accessed by the assigned user and is for storing files that are particular to that user.

**Store Files on the Network**

All files should be stored on network drives as these are backed up nightly and allow access from any DOC computer. If you store files on the local computer and it crashes, all your saved files will be lost and there is no way they can be recovered. So a word to the wise...store your files on a network drive.

**Tip of the month!**

Have you set up your secret questions and answers?

Both UMDNJ and NJDOC use secret questions to reset a forgotten password without having to call the Help Desk. If you have not already done so, please make sure that you have entered and answered secret questions for both networks.
On-Line Security Reminders

Protect yourself and your UMDNJ colleagues from phishing scams, social engineering attacks and other tricks designed to get around web security technology. These are attempts to acquire sensitive information such as user names, passwords, credit card and other personal information.

Please always remember:

- Never disclose your password to anyone, including other UMDNJ, NJDOC or JJC personnel. UMDNJ, NJDOC & JJC technology staff will never ask for your password, either by phone or email.
- Do not open emails from unknown people or organizations.
- Be wary of non-UMDNJ emails with embedded web links. It may install a virus or take you to a fraudulent web site.
- Never disclose UMDNJ information unless authorized to do so, and only to people who are authorized to receive the information.
- If you suspect a call is fraudulent, alert your local IT staff in the UCHC Central office (609-341-3093) or call the UMDNJ IT Service Desk at (732) 743-3200.

If you have questions, contact the Information Security Office at infosecurity@umdnj.edu or Leo Agrillo at the UCHC Central Office at agrillle@umdnj.edu

Computer Issues... Who Do I Contact?

- For JJC computer systems: (login, EMR) issues contact the JJC help desk:
  Phone: (609) 341-3102
  E-Mail: jjc.helpdesk.njjjc.org

- For NJDOC computer systems: (Logician, LIVE Inmate Mgmt, DOC computer log-in) contact the NJDOC help desk:
  Phone: (609) 984-8288

- For UMDNJ computer systems: (my.umdnj.edu, Communications Express email and UMDNJ password reset issues) contact the UMDNJ - IST Service Center:
  Phone: (732) 743-3200
  E-Mail: isthelp@umdnj.edu

- For all other issues please contact the UBHC help desk:
  Phone: (732) 235-4715
  Email: ubhcatg@umdnj.edu
A. Pharmaceutical Cost Controls

- Monthly pharmacy bills reduced by 12% since 2008 by:
  - The use of generic medications within the same class whenever possible
  - Crushing generic medications instead of ordering more expensive quick dissolving brands
  - Using half tablets or multiple tablets to achieve a prescribed dosage when cost favorable
  - Minimizing excessive inventory and waste
  - Reviewing pharmaceutical pricing agreements with other public entities to assure favorable pricing from vendors
  - Creating a formulary that paid attention to cost while ensuring quality.

B. Controlling Referrals to Specialists

20% Reduction by:
- Weekly Provider UR Reviews
- Functional Assessments
- Reviewing Substance Abuse History
- Reviewing Compliance with Medical Treatment History
- Risk Benefit Analysis

C. Staff Recruitment and Retention

Annual staff turnover reduced from over 30% with prior provider to 13% with UMDNJ. UCHC levels are comparable to UBHC.

D. Quality Healthcare to Inmates

Outcomes better than what is typically found in the community:
- Hyperlipidemia exceeded the NJDOC requirement to achieve an average LDL level of less than 130 by over 23%. In 2010 UMDNJ/UCHC achieved an average of 66.4%.
- For Hypertension we have exceeded blood pressure benchmarks for the NJDOC (40%), Medicaid (53.4%) and Commercial entities (62.1%). Approximately 88% of those with Hypertension were subsequently brought below the 140/90 threshold.
- For Diabetic care we exceeded the NJDOC requirement to achieve an average Hemoglobin A1C of less than 7 by over 12%. In 2010 we achieved an average of 52%.
- Reduced transfers to State Psychiatric Hospital from 123 to 29 with 12 continued acute transfers from SUs and 17 max outs
- 10% (320) of mental health special needs inmates in specialty units (RTUs, TCUs, SUs)
- 14% (3,300) of inmates on special needs roster (Mental Health)
- Annual suicide rate 4:25,000 (16:100,000) since 2005 comparable to national rates for males in the community of 17.6:100,000 and to other prison systems

E. Hospital Use Managed

Hospitalizations use declining with the average daily census of:
- 2007-12.72
- 2008-12.28
- 2009-12.25
- 2010-11.99
- 2011-11.64

LOS: average length of stay per admission is 5.0 days

F. Reduced Risk of Future Litigation

- CF v Terhune Settlement Agreement resolved for males in 2007 and for females in 2010
- Inmate/Patient Satisfaction:
  - Mental Health: 3.7 to 3.8 every year
  - Medical: 2009 – 3.2; 2010 3.3; 2011-3.7 (40% of the responses)
  - 5 point scale where 3=Good & 4=Very Good, with about 1,200 respondents

(Continued on next page)
G. Training Opportunities for Healthcare Professionals
- Forensic Psychiatry Fellowship Program (2 annually)
- Psychology Interns (4 annually)
- Mental Health, OT and Creative Arts Interns
- Nursing and APN Students

H. Productivity and On-Time Performance
- Dental Productivity Increased 2 fold from 18,628 in FY04 to 54,216 in CY10 along with about a 20% increase for other medical providers
- At least 90% of time achieve the 97% threshold or better on the Objective Performance Indicators

I. Telemedicine
Existing key components now in place include:
- A network of teleconferencing equipment (Polycom) within all NJDOC prisons
- Polycom equipment is able to interface with network computers (IP connection)
- In process of establishing connections between selected network computers
- Chart below summarizes level of utilization:

Anticipate to save NJDOC at least $200,000 annually in officer staffing savings

J. Continuous Quality Improvement (CQI) - Performance Improvement (PI) Fairs
- CQI Approach: Plan/Design, Measure, Assess, Improve
- Annual PI Fairs with over 40 Teams
- PI is becoming everyone’s business
- PI step-by-step curriculum with ongoing trainings

K. Prevention
- Stanford’s evidenced-based Chronic Disease Self Management Program instituted
- Significant improvement in HDL levels though Weight, LDL and BMI showed no improvement
- All institutions, with enthusiastic response from inmates (27-6 session workshops; 243 patients participated)

L. State’s Health Science University Benefits
Advances UMDNJ’s mission in health promotion, disease prevention and the delivery of services to underserved NJ citizens.

M. Cost Savings:
- Reduced physical health budget for FY12 by 13% (from $113 to $99 million) compared to the FY11 level established in the October 2008 Agreement.
- Reduced mental health budget by 27% (from $51 to $37 million for FY12) compared to the CY06 level established in the November 2004 Agreement.
Reimbursement for Continuing Education

The UMDNJ Tuition Assistance Program (TAP) reimburses employees for courses, seminars and workshops. UCHC employees are eligible if they:
1) Qualify for benefits
2) Have worked continuously for one year
3) Have satisfactory work performance

UMDNJ will reimburse all full-time staff members 100% for seminars and courses that are satisfactorily completed (C grade or better) up to a maximum of $3,000 annually. Part-time staff will be reimbursed at a rate of 50% up to a maximum of $1,500 annually. The rates for nurses attending the UMDNJ School of Nursing increased to $7,000 for those who are full-time and $3,500 for part-time employees with a year of service, benefits and satisfactory work performance.

To qualify, you need to complete a TAP Form which is available on the UMDNJ Web Site: http://www.umdnj.edu/hrweb/forms/tapapplication.pdf

Applications and specified documents for reimbursement for college credit courses, special non-college credit courses and seminars must be received in the Human Resources Office no later than 15 business days prior to the start of the course/seminar. It is your personal responsibility to insure that the application arrives at HR. In order to receive reimbursement, the remainder of all required documents, including the original grade report, certificate or verifiable copy, must be received in the Campus Human Resources Office within 90 days of completing the course/seminar. Be sure to keep copies of all submitted documents.

Magie Conrad, DNP
Nursing Administrator

I’ve Been Served!?

Litigation unfortunately, is commonplace in prisons. Most litigation against staff comes to naught, however, all requires attention.

In such matters you would be directly served a summons or complaint. Supervisors, peers and support staff are not authorized to accept service/sign off on an Affidavit of Service on behalf of another employee. Rather, supervisors should assist in arranging a meeting with the individual being served a summons or complaint.

If you receive notice that you are named in a lawsuit or other legal action do the following immediately:
1) Alert the UCHC Central Office by calling (609) 341-3093. Fax the legal papers along with the letter template requesting legal representation (see Newsletter attachment example), to the attention of Jeff Dickert at (609) 341-9380
2) Contact UMDNJ Risk and Claims at (973) 972-6277.

UCHC Central Office and/or Risk and Claims will forward the complaint to the UMDNJ Legal Department and inform you which attorney will represent you in the matter.

Call the assigned lawyer, explain the case and make sure you understand what you are directed to do. Denial or nonchalance will not serve you well in such a situation. Educate yourself about the case. Do not assume that the attorney knows the case as you do and don’t be afraid to suggest strategy to the attorney. If you have questions or wish to speak about ongoing litigation, you may contact Jeff Dickert by phone (609) 341-3093 or e-mail (dickerje@umdnj.edu).

Service Excellence Awards

UCHC will be presenting Service Excellence Awards to outstanding employees who perform their jobs exceptionally well. We are asking you to submit nominations. The criteria for nominating staff include the following:

• Reflect the values stated in the UCHC mission
• Provide excellent customer service to clients, staff and vendors
• Make positive contributions to the overall success of the UCHC team
• Go above and beyond their stated position responsibilities and strive to improve their coworkers as well as clients

The nomination form is included at the end of this newsletter. Please fax completed forms to Lisa DeBilio at (609) 341-9380.
• Dr. Nancy (Tate) Brunner has been promoted to Clinician Supervisor of the Outpatient Mental Health Dept at EMCFW. Dr. Brunner has many years of correctional experience and has been with UCHC since its inception in 2005.

• Dr. Lance Brown has been promoted to Clinician Supervisor at BSP. Dr. Brown began employment with UCHC in 2009. Prior to working for UCHC, Dr. Brown taught at both Camden County College and Temple University.

• Alexandra Farsiou and Martha Jimenez, both Mental Health Clinician III’s at ADTC, recently passed the LCSW exam. Way to go!

• Shakeyda J. Myers, LPN at EMCFW completed her LPN in 2009 and graduated this past May with an Associates of Science degree in Liberal Studies/Exploring Sciences in preparation for beginning an RN program in September. All this plus raising a brood of five is something to celebrate. Congratulations Shakeyda, clearly a lot of homework is being done at your house.

**Mileage Update** — Effective July 1, 2011, the mileage reimbursement rate increased to 55.5 cents per mile. All mileage travelled prior to July 1st will be paid at the previous reimbursement rate (1/1/01-6/30/11 $.51 per mile).

Problems with pagers and/or cell phones should be reported to Jennifer VanEmburgh at the UCHC Central Office, phone (609) 341-3093. Remember to check your pager on a routine basis.

If you relocate, change your residence, go walkabout, move on up… to the east side, or simply decide to live in a different location; don’t forget to notify Central Office and also make the change online at my.umdnj.edu. By the way, congratulations on your new digs!

**Problem with your paycheck?**
The following workflow should be used to resolve payroll issues:

1) Contact your payroll timekeeper. In most departments this is support staff personnel. If unsure, ask your supervisor.

2) If your payroll timekeeper is unable to assist you, contact your department supervisor, or in their absence, the regional supervisor.

3) If neither your payroll timekeeper nor supervisor are able to assist you, please contact Melody Massa at the UCHC Central Office. Melody’s direct number is (609) 292-1247 or you may call the main Central Office number (609) 341-3093.
University Correctional HealthCare
UMDNJ

c/o NJ Department of Corrections
Bates Building, 2nd Floor
Whittlesey Road & Stuyvesant Avenue
P.O. Box 863
Trenton, NJ 08625
Phone: (609) 341-3093
Fax: (609) 341-9380

We Care, We Heal, We Teach

Don’t be shy! If you have ideas for future publications, a one time article or are interested in becoming a regular contributor to the UCHC Newsletter, please let us know!

Do you have a ‘famous’ recipe or dish everyone asks you to make? We would love to showcase employee culinary creations in future editions.

Please contact Shirley Lee (leesm@umdnj.edu) or Jennifer Storicks (storicjd@umdnj.edu) by email or via phone at (609) 341-3093. We’d love to hear from you!

EAP is just a phone call away...
1-866-EAP-UBHC (1-866-327-8242)

Employee Assistance Program

Did you know anyone in your household is eligible to use the EAP?
All services are provided by your employer and free to you and the members of your household.
All services are confidential.
No information is shared with anyone without a written release from you.
Individuals and couples are seen for a variety of reasons such as: personal difficulties, relationship concerns, anxiety, depression, grief, stress and substance abuse.
We can help with family issues such as: parenting, single parenting, blended families and elder care.
Whatever your concerns, we are here for you.

Please submit articles by September 15th for the October Newsletter
Send articles/suggestions to Shirley Lee, leesm@umdnj.edu
# Revised Central Office Directory

**Updated 7/2011**

## Central Administration

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<th>Office</th>
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<tr>
<td>Jeff Dickert</td>
<td>609-341-3093</td>
<td>732-580-1055</td>
<td>dickerje</td>
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<tr>
<td>Shirley Lee</td>
<td>609-633-2786</td>
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<td>Melody Massa</td>
<td>609-292-1247</td>
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<td>Sharry Berzins</td>
<td>609-984-4599</td>
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<td>berzinsh</td>
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<tr>
<td>Jennifer Storicks</td>
<td>609-341-3093</td>
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## Medical Administration

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<td>Arthur Brewer</td>
<td>609-292-6878</td>
<td>609-313-4185</td>
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<td>Rhonda Lyles</td>
<td>609-777-1660</td>
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<td>Yasser Soliman</td>
<td>609-943-4372</td>
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<td>Hesham Soliman</td>
<td>732-574-2250x8591</td>
<td>609-238-0513</td>
<td>solimahe</td>
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<tr>
<td>William Briglia</td>
<td>856-459-7221</td>
<td>732-570-5727</td>
<td>hershkje</td>
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<tr>
<td>Johnny Wu</td>
<td>609-777-3755</td>
<td>609-238-0993</td>
<td>wujo</td>
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## Mental Health Administration

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<td>Rich Cevasco</td>
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<tr>
<td>Mitch Abrams</td>
<td>973-465-0068 x4242</td>
<td>917-887-5206</td>
<td>abramsomi</td>
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<tr>
<td>Marci Masker</td>
<td>609-292-9131</td>
<td>201-407-3097</td>
<td>mackenma</td>
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<tr>
<td>Harry Green</td>
<td>609-298-0500 x1272</td>
<td>732-512-8846</td>
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## Psychiatry

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<tr>
<td>Rusty Reeves</td>
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<td>973-632-3194</td>
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<tr>
<td>Anthony Tamburello</td>
<td>856-459-8239</td>
<td>609-410-0266</td>
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## Nursing Administration

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<td>Magie Conrad</td>
<td>609-633-6573</td>
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<td>conradmm</td>
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<tr>
<td>Denise Rahaman</td>
<td>609-777-0440</td>
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## Dental Administration

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<td>Man Lee</td>
<td>609-777-1366</td>
<td>609-218-0697</td>
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<tr>
<td>Thomas Golden</td>
<td>908-638-6191 x7584</td>
<td></td>
<td>goldentf</td>
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## Utilization Review

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<th>Email</th>
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<tr>
<td>Christine Bartolomei</td>
<td>609-292-2353</td>
<td>bartolich</td>
<td>Mechele Morris</td>
</tr>
<tr>
<td>Channel Howell</td>
<td>609-292-1385</td>
<td>howellch</td>
<td>Carol Lewis-Spruill</td>
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<td>609-484-4000 pager</td>
<td></td>
<td>Cassandra Riggins</td>
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<td>609-828-5706 cell</td>
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<tr>
<td>Dolcie Sawyer</td>
<td>609-292-1393</td>
<td>sawyerdo</td>
<td>Pharmacy</td>
</tr>
<tr>
<td></td>
<td>609-484-4001 pager</td>
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<td>Tamika Monique McCollough</td>
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<td>201-407-3119 cell</td>
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## Pharmacy

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<tbody>
<tr>
<td>Tamika Monique McCollough</td>
<td>609-292-9095</td>
<td>mccolltm</td>
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## Medical Records

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<tr>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Cindy Romano</td>
<td>609-943-4373</td>
<td>romanoci</td>
<td>Ellen Shelley</td>
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## Infectious Disease

<table>
<thead>
<tr>
<th>Office</th>
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<tbody>
<tr>
<td>Elizabeth Topol</td>
<td>609-292-1385</td>
<td>topolel</td>
<td>Leo Agrillo</td>
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<td>(Bates Bldg) agrille</td>
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## Statewide Ombudsperson

<table>
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## Telemedicine

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<tbody>
<tr>
<td>Harold Brown</td>
<td>609-292-3361</td>
<td>brownht</td>
<td>Rebecca Cozzens</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Samantha Pezzella</td>
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## Quality Improvement

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<tbody>
<tr>
<td>Lisa DeBillo</td>
<td>609-292-5707</td>
<td>debilila</td>
<td>Patti Ford</td>
</tr>
<tr>
<td>Debra Crapella</td>
<td>609-984-5843</td>
<td>crapelda</td>
<td>Jose Torres</td>
</tr>
<tr>
<td>Debbie Pavlovsky</td>
<td>609-292-6478</td>
<td>pavolsde</td>
<td>Patti Reed</td>
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<td>Harold Brown</td>
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<td>Samantha Pezzella</td>
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## Scheduler

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<td></td>
<td>Samantha Pezzella</td>
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</tbody>
</table>
EMPLOYMENT INFORMATION:
Tiesha Brown, Human Resource Generalist
Phone: 732-235-9412
Email: browntj@umdnj.edu

Handles all non-nursing titles (includes: Physician Specialists, Physician Assistants, Dentists, Optometrists, UCHC Secretaries, Mental Health Clinicians, Occupational/Recreational Therapists)

Christine Tsirikos Beck, Human Resource Generalist
Phone: 732-235-9402
Email: tsirikch@umdnj.edu

Handles all nursing related titles (includes: RN’s, LPN’s, UCHC Technicians I & II, Medication Aides, Nurse Assistants, APN’s and Nurse Managers)

BENEFITS INFORMATION:
JJC employees and anyone hired BEFORE October 2008, direct calls to the New Brunswick Benefits Team:

Nancy Kiernan, Benefits Associate
732-235-9416
Robin Hynes, Benefits Associate
732-235-9415
Tracey Bacskay, Benefits Representative
732-235-9417

For employees hired AFTER October 2008, Benefits processing is split between campuses:

Facility: EMCF, MYCF, NSP, EJSP, ADTC
Contact representatives on the Newark campus:

Takesha Ellerbie, Benefits Associate
973-972-1868
Lola Vickers, Benefits Associate
973-972-6071
Krystyna Plonski, Benefits Associate
973-972-6085

Facility: CRAF, NJSP, GSYCF, MSCF, ACW
Contact representatives on the New Brunswick campus:

Nancy Kiernan, Benefits Associate
732-235-9416
Robin Hynes, Benefits Associate
732-235-9415
Tracey Bacskay, Benefits Representative
732-235-9417

Facility: SWSP, BSP, SSCF
Contact representatives on the Stratford campus:

Celeste Rebardo, Benefits Associate
856-566-6162
Tamika Major, Benefits Representative
856-566-6168

EMPLOYMENT VERIFICATIONS, NAME CHANGES, TIME ACCRUAL QUESTIONS:

Dorothy Copeland, HR Information Systems Specialist
732-235-9418
Mary Martin, HR Information Systems Specialist
732-235-9419

**All payroll questions should first be directed to the person who handles time-keeping at your site.

Visit the HR website for updated news, forms, policies and employment opportunities:
http://www.umdnj.edu/hrweb/

Christine Tsirikos Beck, PHR
Human Resources Generalist
UMDNJ - Department of Human Resources
REQUEST FOR REPRESENTATION

[ Date ]

Legal Management
UMDNJ
Stanley S. Building
65 Bergen St
Floor 12 Room 1231
Newark, NJ 07102

RE: NAME OF CASE:

DOCKET NUMBER:
US District Court
Civil Action No.

DATE SERVED: [ Date ]
SERVED VIA: US District Court

To Whom It May Concern:

On my behalf, please represent me in the above captioned litigation. Please note that this civil action is based upon my employment with University Correctional HealthCare. I can be contacted at:

[ Name ]
[ Title ]
University Correctional HealthCare
[ Site ]
[ Address ]
[ contact number ]

Sincerely,

[ Name ]
UCHC Excellence Award
Nomination Form

Guidelines:
1. A University Correctional HealthCare (UCHC) employee may nominate any other employee. (Administrative Staff are not eligible for this award). Individual nominees must have at least met their probationary requirements.

2. Nominees should reflect the values stated in the UCHC mission, demonstrate exceptional customer service to clients, staff and/or vendors, volunteer for things above and beyond their job duties and/or make positive contributions to the overall success of the UCHC team.

3. Six staff will be selected annually for this award (3 every 6 months). One staff member from a supervisory position or higher will be selected annually.

Name of employee being nominated: ____________________________________________

Title: __________________________ Facility/Unit: __________________
(Required)

( ) Excellence in Direct Care ( ) Excellence in Support Service

Explain in detail why you are making this nomination:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Note: If additional space is needed, please attach another sheet or send an attachment via e-mail.

Signature of nominator: ____________________ Date: ____/____/____

Please print your name: __________________________

Please send this form to Quality Improvement, Att: Lisa DeBilio
# Ongoing UCHC Continuing Education Log

**May – July 2011**

Name: _____________________________   Site: _____________________

Position: ___________________________

*** PLEASE PRINT CLEARLY***

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Activity Description</th>
<th>Hours</th>
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*Once you complete this form submit a copy to your site Data Control Clerk/Secretary for entry into the UCHC Database.*

*Keep a copy (along with attendance verification for each activity) for your personal records.*

*Note: Staff meetings can be included as continuing education activities provided a signed attendance log is maintained.*