



Today's Take-Aways

Lunch with the CEO

• Our latest Lunch with the CEO was held November 23rd and was well received by the six staff in attendance. In addition to learning more about each other, Sabine and the group had some good discussion on a variety of topics.

Some of the discussion points included:

- Ways that after hours training and orientation could be provided for new physicians and other learners.
- Ways that orientation to new roles and new departments could be enhanced.
- Some of the challenges that exist in community-based geriatric care.
- How expanded recreation therapy through innovative delivery models could benefit patients in all areas of the hospital.

If you would like to be invited to an upcoming session of Lunch with the CEO, please forward your name to carolyn.levesque@prh.email.

2023 Flu Shot Campaign

• Thanks to all who have already received their flu shot on site or provided proof of immunization from the community. Don't forget – all those who receive the flu shot will be included in a draw to win Ottawa Senators tickets for the December 23rd game against the Pittsburgh Penguins (section 209, Row E, Seats 17/18- right behind the benches!). The draw will take place December 12th so there is still time to get your shot! To book your appointment, contact Lori Ann Borne at extension 7202.

Departmental Updates

Information Technology

• Office 365 Update - As we move towards the second phase of our Office 365 implementation, which involves the transition to cloud storage of our PRH files, you may be asking yourself “What is Microsoft OneDrive”, “What is Microsoft SharePoint”, “What is the difference between them?”, and “How do I save to, and access these applications?” If you are pondering these questions, rest assured, you are not alone.

GovDeals[®]
A Liquidity Services Marketplace

**PRH Sells Surplus Items
on GovDeals.ca. Check it
out to find great deals!**

Today's Take-Aways Continued

IT will be arranging training with all departments as we prepare to implement this new storage application. The fundamental purpose of this phase of the project is moving our inhouse file storage to the Microsoft cloud, (OneDrive or SharePoint). OneDrive is the equivalent of your U: drive, or personal drive. Pretty straight forward, it is a folder that only your account has access to, for the storage of personal files.

SharePoint is the equivalent of your departmental and common drives. While a little more involved than OneDrive, SharePoint uses the term "teams" to name the department and add staff access or permissions. Once in your SharePoint team, departments can create different categories for folders and level of access called "channels". For example, under the SharePoint team for IT, we have a channel called IT Purchasing. Inside are folders and files that pertain to ordering and asset tracking, where we can save and share files with the IT team or invite others to view them.

Before we begin the process of moving all existing files, it is a great opportunity for staff and departments to purge some files that are no longer needed. Please take a look at your U: drive and remove any of your files which are no longer required in alignment with the hospital's Retention and Destruction of Hospital Record Policy.

Also within your departments, review the files saved in your departmental and common drives. If there are files that have not been accessed in a reasonable amount of time, see if they can be deleted. A backup will be retained of all current files and folders, so should anything be deleted that may be deemed necessary in the future, it can be restored.

We would also ask that you look at what is shared on common drives to see if that is the most appropriate location. Common drives should only contain files that should be accessible to all staff, while departmental drives have restricted access to your department or specific staff within your department.

Please note that IT staff are available to answer questions and will be arranging times to meet and run through training on using these new applications as we move forward.

Maintenance

- Code Grey (Water Leak) - On November 27th, a contractor working on renovations on the 4th floor of Tower D accidentally broke a water pipe while performing some demolition. The water penetrated a few openings in the floor and came down in the 3rd floor sterile corridor and some water dripped inside one of the OR suites. The water was quickly shut off. Maintenance staff were quickly mobilized on the scene to help with the clean up and there was minimal damage.

- The Tower D curtain wall glass panes on the front of the building were repaired last week. Bollards are being installed this week in front of the building in order to prevent any future recurrence of a vehicle hitting the building.

- Please note that the Maintenance extension for staff to call is extension 8050 or if Michelle Giles is unavailable, the Maintenance on-call number is (613) 639-1486.

- Following some issues on 3rd Medical involving clogged toilets, we would like to remind staff that wipes and other products cannot be flushed in toilets and in ARJO Machines. While TV commercials and product packaging may indicate that wipes are safe for flushing in toilets, they are not since they do not decompose like toilet paper and instead, they plug the lines.

Medical Affairs

- Welcome to the team! Please give a warm welcome to some of the newest members of our professional staff.

Dr. Krishna Pulchan (Critical Care/ICU) effective January 1st, 2024.

Connecting with the CEO - In Case You Missed It

November 17, 2023

Strategic Plan

As you know, over the past couple of months, an external facilitator has helped gather local health, service utilization and demographic data as well as internal information that helps to paint a collective picture of health care trends and future needs. They have also conducted broad consultation with over 800 people, 388 of you answered the survey or participated in focus groups.

Based on some of the raw data and feedback, emerging themes include:

- Discharge process improvements to ensure seamless care transitions
- New models of care to address staffing challenges
- Equity, diversity and inclusion in health care
- Targeted communication and strong feedback mechanisms
- Advancements in technology and innovation
- Meeting the needs of the community's most vulnerable

I'm also happy to report that, in addition to suggested areas for improvement and strategic focus, there was a lot of positive feedback from the public, patients and health care partners about our health care team, the care we provide and the collaborative spirit our hospital brings to partnerships.

Having examined the raw data, we are not surprised by what we have seen and heard. In fact, the feedback has validated, in many ways, that we are on the right track with some of the improvement work we are doing, and it has strengthened the need to prioritize other aspects.

I want to thank all of you who took the time to not only complete the staff survey, but also participate in staff focus groups and interviews.

I want you to know that we heard many of you talk about us meeting our vision for health care and that you generally find the workplace has a friendly, team-focused and compassionate internal culture. We also heard your concerns about barriers to high-quality care, staff retention challenges, and engagement opportunities that need to be addressed. Please know that all of your feedback will be taken into consideration as the plan is developed.

Next weekend we will meet with the Board to review everything and start drafting a plan for the next five years. This plan will then go through several stages or review before final approval in March, 2024.

Tower C Parking Upgrades

As you may have noticed, work to create more parking spaces for the Grey Sisters who live at Caritas is now underway in the Tower C parking lot. We appreciate those of you who have transitioned to using the Deacon and Bell Street staff lots.

Expanded Nursing Scope of Practice And Reduced Age For Breast Screening

You may have seen articles in the news lately about a couple changes in health care that, at some point, could have an impact on service delivery at PRH.

First, the Ontario government is making it easier and more convenient for people to connect to care by expanding the role of registered nurses to prescribe medications,



Connecting with the CEO - In Case You Missed It (Continued)

after meeting specific requirements or certain conditions such as contraception, immunizations, smoking cessation, and topical wound care in a variety of settings close to home, including long-term care homes and retirement homes.

At this point, while we don't have all of the information, our understanding is that this would not apply to nurses in a hospital setting. As we hear more details, we will certainly pass this along.

Secondly, the Ontario government has announced that it is lowering the eligibility age of self-referral for publicly funded mammograms through the Ontario Breast Screening Program from 50 to 40 beginning in fall 2024.

This will be great news for our patients and we anticipate hearing more about how we may be asked to support an increase in patient volumes for this important screening in the new year.

Have a great weekend!

Sabine

November 24, 2023

Upcoming Presentations To Councils

Hello. Over the next couple of weeks, Scott Coombes and I will be presenting our hospital's plan to implement EPIC, the vendor of choice for our new EMR (electronic medical record), to our region's municipal councils and Renfrew County Council.

The purpose of these presentations is to provide an overview of the significant investment we will be making, the cost implications, and the reasons why the purchase of EPIC is the most important step in our digitization journey.

I wanted you to hear this first from me as sometimes council news gets picked up by local media or is broadcast on Cogeco.

Our first presentation to Petawawa Council will take place November 27th followed by Renfrew County Council on November 29th and Pembroke Council on December 5th. Dates for Whitewater and Laurentian Valley Township councils are still being finalized.

Accreditation Update

While the onsite portion of our Accreditation work wrapped up this past spring, Accreditation is a journey for continuous improvement. Our teams continue to work on improvements to align our practices with the Accreditation Canada Standards in order to provide the best and safest care for our patients including the following:

Medication Management Committee

- Working to install and operationalize Automated Dispensing Units for medication to ensure that access to medication storage areas is limited to authorized team members. This is part of our Medication Reconciliation work being done as part of a hospital-wide driver (goal).*

- Assessing the use of multi-dose medication vials to promote single patient use where possible.*

Critical Care/ ICU

- Implementing interventions for patients requiring a urinary catheter that covers prevention and treatment of catheter-associated urinary tract infections.*

Obstetrics

- Establishing a process for collection of best possible medication history and medication reconciliation on admission and discharge.*

Connecting with the CEO - In Case You Missed It (Continued)

Acute Mental Health

• Assessing the physical environment and safety measures/controls to ensure staff and patient safety on the unit.

Warming Centre To Open For Pembroke's Homeless Population

You likely heard in the news last week that a warming centre for the area's homeless population will open December 1st at the Pembroke Farmers' Market site, operating nightly from 10 p.m. to 8 a.m.

This Pembroke council initiative will be jointly supported by the County of Renfrew and Laurentian Valley Township in partnership with the Pembroke and Area Community Taskforce (PACT), and The Grind which will continue to offer hot meals and other programs during the day.

The warming centre will be able to accommodate up to 30 people and will be similar to a mobile construction trailer that will be placed at the site, supervised by security guards and housing recliner chairs with access to nearby washroom facilities.

I have represented the hospital at meetings around this and I believe it is an important step for our community to take and important for us to be part of since ensuring the care of our community's most vulnerable is an important part of our mission.

Support In Difficult Times

And finally, I wanted to take a moment to acknowledge that, at any given time, those among us may be hurting, grieving and going through a difficult time in their lives – for a number of reasons.

There is a lot going on in the world that is affecting our co-workers, our friends, and our families, and as we head into the holiday season, this is often a difficult time also for many.

Our role as a healthcare institution is to provide compassionate care to those in need. It is one of our core values and at times like this, I believe, more than ever, that this applies not only to those in our care and our community, but to our team members and our colleagues as well.

Recognizing this, I want to thank all of you for your continued commitment to the patients in our region as well as to the hospital and other healthcare services at times when you yourselves may be struggling and your hearts may be heavy

I also want to ensure that you are aware of the resources available to members of our PRH team through our EAP (Employee Assistance Program). Should you require more information about this, please do not hesitate to reach out. Also, as always, our hospital chapel, now located on the first floor of Tower A, is open to all members of our community for prayer, reflection, and solace during difficult times.

Take care of one another, reach out to those in need and support one-another.

Sabine

Emergency Preparedness

Our annual code green exercise will be occurring on the Rehab floor at 2 p.m. on December 4th. It is a requirement that we complete a vulnerable occupancy drill with the fire department observing and testing our competency. The Rehab team, and Command Centre team has been working hard preparing for this drill. We are excited to show our skills evacuating 10 mock patients.



Quality Improvement Plan (QIP) Driver Update

Never Events Driver:

Team members from Surgical, including staff, physicians, and management had the opportunity to take part in a workshop provided by the Canadian Medical Protective Agency (CMPA) last weekend. This workshop called “Theatre Arts - The CMPA Surgical Safety Course” focused on improving teamwork, and quality, while highlighting the importance of psychological safety to operate as an effective team.

The team had the opportunity to role play scenarios, identify areas for improvement, and discuss potential solutions to challenges that exist within the program.

This workshop was identified as an opportunity to prevent future never events because a well-functioning team that has strong communication skills leads to better, safer outcomes for our patient. Below is a picture of the team that took part over the weekend.

In addition to this workshop, the Surgical team has recently produced a Surgical Pause video, demonstrating what an effective pause looks like. This will be used as a training tool for those involved in the operating room.



Snapshot Survey Results

Thank you to the 405 people who completed the *Staff and Physician Snapshot Survey*. As a reminder, this survey went out to assess whether the improvements we have been making across the organization have impacted your experience with respect to engagement, satisfaction and communication.

Most of the questions on the *Snapshot Survey* were previously asked in the longer *Staff and Physician Engagement and Satisfaction Survey* which was conducted in February, 2023. We are encouraged by the results of the survey and have seen improvement in most of the areas that were targeted by the questions.

We are hopeful that, going forward, we will be able to make more improvements to enhance the experience of our staff and physicians.

Question	Strongly Agree or Agree	
	February 2023	Snapshot Survey November 2023
The Senior Leaders (CEO, VP, Directors, Chief of Staff, Department Chiefs) communicate organization plans openly with employees	39%	65%
I understand what the goals are for the organization this year.	51%	56%
Visual displays of my department's performance data are regularly reviewed and used to identify improvement areas	48%	56%
I am satisfied with the quality of patient care/client service provided by myself, my team, and my department.	72%	69%
Overall how satisfied are you with your job	61%	63%
I would recommend Pembroke Regional Hospital to my family and friends as a place to work	51%	56%

One of the priorities in this year's Quality Improvement Plan(QIP) was to improve communication to staff. A new question in the *Snapshot Survey* was specifically interested in knowing how you currently keep up-to-date with what is happening at PRH. We plan to use the results of this question to ensure that we are delivering our communication through the most popular channels.

	# of respondents out of 405
CEO Weekly Message	222
Updates at huddles	221
Pulse Newsletter	218
Hospital-wide memo sent via email	217
The Loop Facebook group	186
Weekly email update from manager	92
Staff Resources section of the intranet	43
Bulletins posted in 2 nd floor staff corridor	29
Cafeteria Digital Screen	24
Lean Report out in Cafeteria	18



In appreciation for all that you do,
you are invited to enjoy a FREE
holiday breakfast being served:

8:30 a.m. to 1 p.m.
Wednesday, December 13th and
Thursday, December 14th.
In The LunchBox

A very special THANK YOU to our Food Services team for organizing and managing this hospital-sponsored event for us!!!

In order to support our Food Services team in the distribution of meals,
we will not be accommodating group orders and scheduled pre-orders for this event.

Instead, all those wishing to have a meal are asked to pick up meals individually or,
at most, pick up for one or two additional co-workers.

Please Note: Those attending will have their name crossed off a master list as they enter the cafeteria and will receive a ticket to hand in when they receive their meal.

The meal will be available for purchase for anyone wishing to have another.

- **Evening/night staff working December 13th and 14th will receive a \$5 cafeteria voucher from their manager to use before Dec. 31st.**
- Managers of staff working offsite (outside of Pembroke) will be provided with a budget to arrange a local meal.



*Scrambled eggs, Bacon,
Croissant, Hashbrowns, Fruit
And Orange Juice*

*Gluten Free Meal Offering:
Scrambled Eggs and Fruit*



PRH CHRISTMAS SPIRIT WEEK 2023

It's Time To Have A Little Holiday Fun

Send selfies/team photos to pr@prh.email or
schedule a photo by calling extension 6165



- December 11 - Holiday Sweater Day
- December 12 - Door Decorating Day
- December 13 - Christmas Character Day
(Dress as Buddy the Elf, Santa, Rudolph, Frosty Etc.)
- December 14 - Red and Green Day
- December 15 - Christmas Accessory Day



LEAN IN

The Senior Leadership Team recently attended the daily Discharge Planners' meeting as part of their monthly Gemba walk. This was an opportunity for SLT to gain a first-hand understanding of the impact that the introduction of patient care team models has had on patient care and teamwork within their departments.

With the introduction of Health Care Aides and increased scope of practice for RPNs, the Discharge Planners identified that patients receive care in a more timely manner, there is a more collaborative approach to patient care and improved communication and teamwork within the department.

Some areas for improvement were also discussed. The Discharge Planners identified that future work needs to be done around role clarity for Health Care Aides and the group leader role, more consistent scheduling of Health Care Aides, and a better process for nursing assignments.

Annette Davidson and The Senior Leadership Team celebrated and thanked the Discharge Planners for their ongoing contribution to the success of the Patient Care teams.



Take Our Kids To Work Day

We were thrilled to host the next generation of bright minds Nov. 1st for Take Our Kids to Work Day!

Our team had a fantastic time sharing the world of health care and the incredible work we do with all these eager young learners.

Thank you to the students who joined us and to their supportive parents/mentors for helping facilitate.



MEDICATION ADMINISTRATION TIMES

Old Dosing Times

New Dosing Times

Daily/QAM 0830

Daily/QAM 0900

BID 0830 1700

BID 0900-1700

TID 0830 1200 1700

TID 0900-1300-2100

QID 0830 1200 1700 2100

QID 0900-1300-1700-2100

At bedtime 2100

HS/Bedtime 2100

BID AC 0730 1600

After Meals 0830-1230-1730

TID AC 0730 1130 1600

Before Meals 0730-1130-1630

q2h 0200 0400 0600 0800 etc...

Q2H 0900-1100-1300- 1500- etc.

Q3H 0900-1200-1500- 1800- etc.

q4h 0200 0600 1000 1400 1800 2200

Q4H 0900-1300-1700- 2100- 0100- 0500

q6h 0600 1200 1800 2400

Q6H 0600- 1200- 1800- 2400

q8h 0600 1400 2200

Q8H 0500-1300-2100

q12h 1000 2200

Q12H 0900-2100

Anticoagulants 1600

Daily Anticoagulants 2100

Statins 2100

Statins Daily 2100

Bone Metabolism Regulator 0600

Warfarin 1600

Furosemide BID 0900- 1300

WHY NOW?

By shifting the administration time of medication from 0830 to 0900, this allows more time to complete a full morning assessment for patients with increased complexity and acuity. Research has been conducted on this time shift and was found very successful. Less medication errors and missed patients symptoms were conducted by nursing staff. Additionally ADU's will be implemented in our facility shortly. By shifting the medication time, this gives staff more opportunities to access the ADU. Pharmacy will also have increased time to get orders from overnight inputted into the ADU system.

“This is gonna change my morning routine”

By following the Institute of Safe Medication Practices, most medications can be given a hour before and after the scheduled dose. This means that your medications due a 0900 can be given between 0800-1000.

Table 1. Acute Care Guidelines for Timely Administration of Scheduled Medications

Type of Scheduled Medication	Goals for Timely Administration
Time Critical Scheduled Medications	
Hospital-defined time-critical medications* <small>*Limited number of drugs where delayed or early administration of more than 30 minutes may cause harm or sub-therapeutic effect Includes but not limited to: Medications with a dosing schedule more frequent than every 4 hours</small>	Administer at the exact time indicated when necessary (e.g. rapid-acting insulin), otherwise, within 30 minutes before or after the scheduled time
Non-Time-Critical Scheduled Medications	
Daily, weekly, monthly medications	Within 2 hours before of after the scheduled time
Medications prescribed more frequently than daily, but no more frequently than every 4 hours	Within 1 hour before or after the scheduled time

Image from <https://www.ismp.org/guidelines/timely-administration-scheduled-medications-acute>

Foundation News

Pembroke Regional
Hospital Foundation



Fondation de l'Hopital
Régional de Pembroke

IN PERSON TICKET SALES!

UPCOMING POP UP LOCATIONS



Dec 1st
11am - 4pm



Dec 8th
11am - 4pm

Hyundai Pembroke Presents



TAKE THE CAR OR GRAB THE CASH



TOTAL PRIZES
WORTH OVER
\$46,000
Draw: Dec 14th

PLAY OUR EXCLUSIVE
50/50

IN SUPPORT OF



Returning Jan 10th, 2024!

Guardian Angels



Dr. Declan Rowan



Jacqueline Powers



Molly Darby

CELEBRATIONS

To include a special message in this section, email celebration&recognition@prh.email.

• Thank you to **Sheldon Higginson** for leading a tabletop Code Orange CBRNE exercise on November 22nd attended by management and front-line staff. I appreciate your support and expertise!
Kaley Lapierre

• Erin celebrated **Amber Boire** at status update today. Erin and Amber met to review all the onboarding packages for the OR/PACU/ENDO and were able to standardize them all. Thanks, *Rachel Robertson*

• Andrew Keck celebrated **Betty Ann Spence**. He said that he needed a few patient discharge surveys answered the other day and that she enthusiastically approached him to see if he needed help and returned with completed surveys. Thank you for your support of our hospital driver on discharge communication but also thank you for supporting Andrew! This is a great example of teamwork in our hospital. Thank you, *Sabine*

• I would like to give a shout out to **Samantha W (ED)** for her exceptional care of a critically unwell baby. She remained calm, did an excellent triage, got the necessary health professionals' involved quickly and did an overall great job! - *Dr. Quirt*

• Carolyn Levesque celebrated Sheldon Higginson for being very helpful during the Code White at the Tower A entrance. She also appreciated his kindness and concern by checking in on her after the Code. Thank you for looking out for the safety and well being of our staff, *Sabine*

• Big thank you to the **IT and Maintenance teams** for setting up the new ED physician area (pictured at right). Your prompt response allowed for a seamless transition and minimal disruption to the Emergency Department.
Laurie Menard



New Fall/Winter: PRH Clothing



Softshell Vest - Navy/Black (Women's/Men's styles)
\$60 including tax and PRH logo
• Optional embroidery on the right sleeve \$5 extra

Long Sleeve Shirts (Women's and Men's styles)
\$45 including tax and PRH logo
• Optional embroidery on the right sleeve \$5 extra

Spring/Summer items are still available to order as well.

Please note that all PRH items are sold at cost.
As a result, no additional discounts will be applied.



STIGMA ENDS WITH ME!

TRAINING OBJECTIVES:

- BUILD CAPACITY TO DEMONSTRATE KNOWLEDGE ON SUBSTANCE USE DISORDERS STIGMA.
- UNDERSTAND THE MULTI-LEVEL IMPACT OF STIGMA ON INDIVIDUALS.
- UTILIZE PERSON-FIRST LANGUAGE FOR POSITIVE AND ENGAGING INTERACTIONS.
- APPLY KNOWLEDGE AND SKILLS TO ADDRESS STIGMATIZATION IN VARIOUS SETTINGS.
- RECOGNIZE, ACKNOWLEDGE, AND CORRECT INTERNALIZED BIASES, ATTITUDES, AND BEHAVIORS IN THE WORK PLACE.

PRESENTED BY



IN COLLABORATION WITH

Ottawa Valley



la Vallée d'Ottawa



FRIDAY, DECEMBER 8, 2023

11:00 AM - 1:00PM

ONLINE TRAINING with option to attend virtual event in C142. To register, please contact Clinical Education or Laurie Menard for link to online training.



Your donation matters

It matters to every patient across Canada. Because it's something we can do today to help others wake up healthier tomorrow.

Upcoming blood donation events

Germania Club Pembroke
15 Bennett St. Pembroke

Thursday, December 14
1:00 pm to 6:00 pm

Join Canada's Lifeline
Book now at blood.ca or call 1 888 2 DONATE

THE PRH STAFF ASSOCIATION PRESENTS



Featuring

10:30 a.m. Christmas Craft

11 a.m. - 12 p.m. "Rudolph Rocks" stage show

12-1 p.m. Pizza Lunch / Visit with Santa

For those wishing to skate, passes can be reserved for the Public Skate that runs 1-2 p.m.



Dressed as Santa's Helpers, Junkyard Symphony adds a Christmas theme to their circus/junk music show as they introduce the children to their friend Rudolph the Red Nose Junkdeer. Children are encouraged to dress up in their favourite Christmas costumes as Junkyard Symphony adds some joy to the festive season.

Sunday
December 10th,
10:30 A.M -1 P.M.
Petawawa Civic Centre
(Upstairs Hall)

FREE for Staff Association Members and their families.

However, advance registration is required.

At registration please provide:

Name, # of adults attending, # of children attending, and the # of skating passes required (if applicable).

Registration is \$10 Per Child for Non-Members.

A128 (Next to the Foundation Office) Or By Phone
Ext. 6165 or email carolyn.levesque@prh.email

Registration/Ticket sales close at 4 p.m. Dec. 6th
Sorry, no exceptions.

Equity | Diversity | Inclusion

Upcoming Recognition and Celebration Dates

December

Boxing Day 26

Hanukkah - December 7-15

New Year's Eve's - December 31

Christmas - December 25

PRH SUNSHINE GIFT SHOP PRESENTS:

A Christmas Celebration

Starting Sundays	Christmas Theme Weeks 2023	ENDING the Following Saturday with 30% off
Nov 5	Woodlands & Cardinals	Nov 11
Nov 12	Gnomes & Snowmen	Nov 18
Nov 19	Sports & Plaids	Nov 25
Nov 26	Evergreens & Poinsettias	Dec 2
Dec 3	Glitter & Glow	Dec 9
Dec 10	Angels & Snow	Dec 16
Dec 17	40% off all Merchandise Storewide <i>Exceptions – Cards, Food, TV Rentals and Sale Items</i>	Dec 23



STAFF APPRECIATION

From the PRH Foundation team and Board of Directors we would like to send you our gratitude, not only for what you do every day, caring for our family, friends and community, but also for your support of the work of the Foundation.

As a small token of our appreciation we will be delivering goody baskets to each department over the next couple of weeks.

We look forward to meeting you all!

NOVEMBER 20TH - DECEMBER 1ST

What's the tea



If you have some news to share with your co-workers, email the information to carolyn.levesque@prh.email.

This could include news about weddings, births, special vacations, personal achievements, and other proud moments.