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Parkland

Information and stories for Parkland employees  
Oct. 14 – Oct. 20, 2024

## Complete your self-appraisal by Oct. 23



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# Complete your self-appraisal by Oct. 23

The self-appraisal stage of the 2024 Performance Appraisal is underway now through Wednesday, Oct. 23. Providing input on your Performance Appraisal is a critical part of the overall appraisal process. It offers you the opportunity to self-report accomplishments achieved and/or values demonstrated during the performance period.

Parkland Pathways will automatically submit all self-appraisal comments at 11:59 p.m., Oct. 23. If you haven't already, please be sure to complete your self-appraisal before this deadline. After this deadline, a reviewing supervisor can use the SEND BACK feature in Pathways to return the appraisal to the employee to complete a self-appraisal. However, the appraisal will only be available to the employee until midnight of the day it is sent back before auto-forwarding again.

## How do I complete my self-appraisal?

Your self-appraisal can be accessed in [Parkland Pathways](#) by clicking Home > Performance. Once there, enter your comments in the open text box for each section, then scroll to the bottom of the Performance Appraisal and click the "complete self-appraisal" button. This will send your self-appraisal to your direct supervisor.

As a reminder, employees' appraisal rating will determine their merit increase. More information on merit increases for each performance rating can be found on the [2025 Merit Matrix](#).

Below is the timetable for this year's Performance Appraisal process. Final Performance Appraisals must be complete in Parkland Pathways no later than Dec. 4 for merit increases to become effective in January 2025.

Key Dates: 2024 Performance Appraisals		
Task	Start Date*	Due Date
Employees may complete Self-Appraisal in Pathways	Sept. 25	Set by leader but no later than Oct. 23
Evaluating supervisors draft form, review with next-level leader, and complete the form in Parkland Pathways; conduct employee performance discussion	Sept. 25	No later than Dec. 2
Employees acknowledges and may enter comments on performance appraisals in Parkland Pathways	Upon completion of 1:1 performance discussion	No later than 11:59 p.m. Dec. 2
Evaluating supervisor submits final approval in Parkland Pathways	Upon receipt from employee	No later than 11:59 p.m. Dec. 4

\*Note: Each step can begin immediately after the completion of the prior step.

For more information on the Performance Appraisal process, contact the Office of Talent Management either online ([OTM Service Portal](#)) or by calling 469-419-3000 (ext. 73000).

## Apply for the Education at Work program by Oct. 23

Interested in increasing your earning potential while advancing your career at Parkland? The Education at Work 2.0 (EAW 2.0) program is designed to provide both an educational and employment growth opportunity for current staff members who are interested in pursuing a professional career in healthcare.

The EAW 2.0 program, in partnership with Dallas College, aims to create a talent stream of future healthcare professionals, enabling participants to earn an associate degree in their chosen healthcare field while also receiving valuable mentorship and professional development opportunities to ensure their academic success.

The application period for this program will be from Oct. 7 – Oct. 23 – apply today! For more information or to apply, visit the program's [SharePoint page](#).

## Join the virtual town hall this Friday

Join us at 10 a.m. Friday, Oct. 18, for our monthly employee virtual town hall:

- [Join the WebEx](#)
- **Event number:** 2660 787 5687
- **Event password:** VVpNa8mQg26 (88762867 when dialing from a phone or video system)
- **Phone number:** 1-650-479-3208 (United States Toll)

To catch up on any town halls you missed, [click here](#).

## ▼ Lasting Impressions: Chelsey Damasco



Each week, "Lasting Impressions" features a Parkland employee who does exceptional work and provides excellent customer service. This week's "Lasting Impressions" features Chelsey Damasco, Licensed Vocational Nurse – PRN, Dermatology Clinic.

*"Chelsey went a LONG way out of her way to ensure that her patient's appointments were scheduled by calling the clinics where they needed appointments and conferred with the patient to make sure she could get the information and understood what the plan was. This is a wonderful demonstration of the values we should always strive to obtain, and it reinforces this nurse's self-accountability that provides service with compassion and integrity in a collaborative manner that is patient focused."*



Want to nominate an employee who goes above and beyond? Tell us what makes them so fantastic by emailing [Employees@phhs.org](mailto:Employees@phhs.org) or calling ext. 28048.

## ▼ Introducing Epic Secure Chat and Epic Rover

We are pleased to announce the launch of Epic Secure Chat and Epic Rover at Parkland beginning Monday, Oct. 14.

Epic Secure Chat, available on both Hyperdrive and mobile, (providers only) enables secure, encrypted messaging between providers, nursing staff, pharmacy and case managers. It supports the exchange of protected health information (PHI), though these messages are not part of the legal medical record. The addition of clinical images can be uploaded to the official EHR. TC52 phones will soon support Secure Chat via the Rover application for the users of these devices.

Epic Rover is a mobile app designed to streamline medication administration, clinical review and documentation workflows at the point of care. It is live in the inpatient setting and infusion clinic, with a subsequent rollout in the ED. By early 2025, Rover will also handle all alarms, alerts and Epic notifications.

## ► Sign up to volunteer at this year's Dallas Holiday Parade

We're excited to share that Parkland employees once again have the chance to volunteer at the annual Dallas Holiday Parade on Saturday, Dec. 7! The Dallas Holiday Parade is the city's largest one-day outdoor event of the year and kicks off the joy of the holiday season for many.

This year, we are hoping to hit our goal of 500 Parkland volunteers for the parade. The first 250 Parkland employee volunteers will receive a Dallas Holiday Parade volunteer sweatshirt.

Whether it's dressing up as a clown, guiding a giant balloon or attending the parade in a full Christmas costume, volunteering at this event offers a one-of-a-kind experience. Be a part of history this holiday season at an event hosted in Dallas since 1988.



**Sign up to volunteer today here**

Volunteer uniforms are the Dallas Holiday Parade official sweatshirt and black pants (can be scrub pants). Sweatshirts are \$20 via payroll deduction\* and are available at the volunteer training sessions. More details on our volunteer training sessions will be communicated soon.

Family members can also sign up to volunteer by registering directly at [www.dallasholidayparade.com](http://www.dallasholidayparade.com). Volunteers must be a minimum age of 13 years old and if under 18, must be accompanied by an adult while volunteering.

### Join a WebEx information session to learn more

If interested, please join us for one of three upcoming WebEx Sessions offering more details on volunteering. Join any of these sessions by [clicking here](#).

- Noon – 1 p.m. Tuesday, Oct. 15
- 7:30 – 8:30 a.m. Wednesday, Oct. 16
- 3:30 – 4:30 p.m. Thursday, Oct. 17

The parade also supports an important cause, as part of the funds raised at the event will benefit the Parkland Health Foundation. For more information on volunteering at this event, please email [JD.Buchert@phhs.org](mailto:JD.Buchert@phhs.org).

\*Parkland will provide sweatshirts to the first 250 employee volunteers at no cost, and will do a payroll deduction of \$20 for the remaining volunteers.

# JOIN A SELF-ENHANCEMENT WORKSHOP THIS OCTOBER

Self-Enhancement and Therapy Services (SETS) at the Employee Health Center (EHC) offers FREE virtual workshops for employees with EHC clinical psychologists. [Sign up for a workshop here\\*](#) or scan the QR code and you will receive an email with the WebEx link to join the session.

*\*Workshops have a limited number of spots available and are first come, first served. Once full, registration for that workshop will close. Sessions are NOT recorded.*



## Healthy Boundaries: Essential Skills for Everyday Life

Angela Hill, PsyD, ABPP | Tuesday, Oct. 15, noon – 1 p.m.

## The Key to Building Motivation for Exercise

Mark Dalal, PhD | Thursday, Oct. 17, 8 – 8:30 a.m.

## Stop Self-Sabotage and Conquer the Inner Critic

Angela Hill, PsyD, ABPP | Tuesday, Oct. 22, noon – 1 p.m.

## Compassion Fatigue: Who's at Risk and How to Cope

Mark Dalal, PhD | Thursday, Oct. 24, 8 – 9 a.m.

Learn more about the EHC clinical psychologists who lead SETS workshops! [Mark Dalal, PhD](#) and [Angela Hill, PsyD, ABPP](#).

## ▼ Be an inFLUencer: Get your flu shot by Nov. 15

The influenza vaccine ("flu shot") is mandatory for all employees and volunteers, with limited approved exemptions\*. Please get your flu shot at Parkland between Tuesday, Oct. 1 and Friday, Nov. 15. You can get your flu shot from Occupational Health Services, the Employee Health Center, an outside provider or one of the designated flu drive locations listed below. Before you get your flu shot, be sure to complete the 2024 Seasonal Flu Immunization Survey in [ReadySet](#).

2024 Employee Flu Drives		
Date	Time	Location
Saturday, Oct. 19	8 a.m. - 1 p.m.	Employee Health Center
Monday, Oct. 21	2 – 6 p.m.	Private Dining Room
Tuesday, Oct. 29	10 a.m. – 2 p.m.	Private Dining Room
Saturday, Nov. 2	8 a.m. - 1 p.m.	Employee Health Center
Friday, Nov. 8	11 a.m. – 3 p.m.	Private Dining Room
Thursday, Nov. 14	2 – 4 p.m.	Private Dining Room

For more information, please contact Office of Talent Management at 469-419-3000 (ext. 73000).

*\*Employees who do not receive the flu shot by the Nov. 15 deadline (or those granted exemptions/reasonable accommodations and who do not comply with the mask requirement will be subject to progressive discipline in accordance with [OTM Procedure 8000-100 Health Screening/ Immunizations](#)).*



## ▼ Conference room etiquette reminders

Conference rooms are used by many different groups over the course of each day, and as such, it is important that we all practice common courtesy in maintaining these spaces so that they remain clean and functional for everyone who needs them. Below are a few reminders to help make this happen.

### Equipment handling

- **Do not move or disconnect equipment:** To ensure smooth operations, please refrain from moving/ disconnecting any AV equipment including screens and audio devices.
- **Report any issues:** If you notice any malfunctioning equipment, such as video not displaying correctly or audio issues, please notify Parkland's Technical Service Center team immediately.

### Furniture arrangement

- **Tables and chairs:** Occasionally, chairs and tables may need to be rearranged for specific meetings or events. If you move chairs or tables during a meeting, kindly return them to their original positions afterward. This ensures that the room remains organized and ready for the next group.
- **Clean-up after meetings:** Please dispose of any trash, empty cups or materials used during your meeting. Keeping the conference room tidy benefits everyone who uses it.

Let's work together to maintain a conducive environment for collaboration. Respect your colleagues' time by adhering to the guidelines outlined above. By following these simple guidelines, we can create a positive experience for everyone who uses the conference room.



Care. Compassion. Community.

Parkland Now is published by the Corporate Communications department at Parkland Health.

Please note the submission deadline for each issue of *Parkland Now* is by the end of day each Monday.

To publicize your news in *Parkland Now*, please send all submissions to [Employees@phhs.org](mailto:Employees@phhs.org) or call ext. 28048.