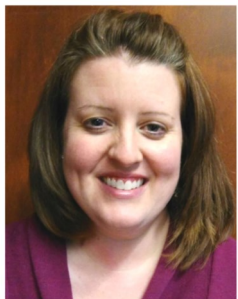


The Pulse...

The Director's Corner...



Hello Team!

What an exciting first half of 2018 with so many positive things happening in Health Education! I want to personally thank each one of you for your hard work, diligence, and patience as we have worked

through web time entry, training new faculty, skill updates, and streamlining our processes.

Please welcome aboard several new part-time faculty: Douglas Wilson, Jessica Saintsing, Kelsey Becker, and Michelle Lowe! They began their journey with Forsyth Tech in the spring and are doing a great job with taking on new classes for the summer. If you see them, please give them a friendly Forsyth Tech hello and welcome!

In the same manner that we enthusiastically welcome new faculty members, we have some wonderful faculty that are retiring. Ms. Helen Cooper will be officially retiring on July 31 as our primary orientation instructor and lead for NAI Refresher courses. She has been a tremendous asset to our team and will be missed. We thank Ms. Helen for her hard work and dedication to prepare our students for CNAI classes. Ms. Eleanor McLelland will be officially retiring on June 30 as a part-time

Economic & Workforce Development (EWD) Division

Health Education Department Faculty & Staff Newsletter

Our Mission Statement

Forsyth Technical Community College provides students with guided educational pathways into a competitive workforce for the community and global economy.

classroom assistant. She has demonstrated such faithfulness and dedication to our students in the classroom and has been willing to assist in any way she was needed. We thank her for her service to Forsyth Tech and wish her all the best!

The Health Education department will have the privilege of holding an adjunct faculty professional development event in October. You should have received a "Save the Date" invitation in the mail and registration form. This is an *outstanding* opportunity that has never been done in the past and it will focus on our Nursing Assistant instructors and program. An anonymous donor has graciously covered the cost of this overnight event, so please do not miss out on this incredible opportunity! Registration forms are due by August 1. There are only 24 spaces available.

(Continued on Page 3)



Important Reminders...

1. Reminder that all students are required to set up and utilize their assigned Forsyth Tech email for classes. Every instructor box will have copies of the packet to distribute to students guiding them through the set up process.

Note: The best way for instructors to ensure students are setting up their emails is by requiring the students to send a confirmation email to their instructor.

2. There is a new Absentee/Makeup form for NAI classes. It is a carbon copy that will allow instructors to document the day missed and required makeup content on the same page. The student will be given the top copy to take to the makeup lab and the carbon copy is for the instructor's records should the original get lost.

Note: The original paper should be the final completed copy that is placed in the student's folder.

3. Beginning July 1, we will no longer be requiring students to bring in a copy of their SS card to register for classes, but it is still the NAI, NAI Refresher, and Medication Aide instructors' responsibility to make sure that both the student's Driver's license and SS card match before taking their state exams.

4. NAI State Testing Revisions will go in effect on July 1, 2018.
5. New Check-in/Check-out procedures for West Campus require that instructors bring their driver's license to check out keys at the Customer Service Center.
6. The flu vaccine will be required of all students and instructors beginning 2019.
7. All NAI, NAI Refresher, and Medication Aide classes need to turn in their Pearson Vue Roster, Certificate Request Form, and Above and Beyond nominations (NAI Only) the day before the first day of clinical.

Nursing Assistant I Information Sessions

A new schedule of the NAI Information Sessions has been prepared. Effective on July 1, 2018, the sessions will be reduced from 3 hours to 1 hour. *Upcoming sessions will include the following:*

West Campus - July 10, 24, & 31

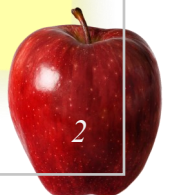
9:00am to 10:00am (Room 16)

5:00pm to 6:00pm (Room 36)

Northwest Forsyth Center - July 19 & 20

7/19, 5:00pm to 6:00pm (Room 138)

7/20, 9:00am to 10:00pm (Room 138)



The Director's Corner...

(Continued from Page 1)

Here are some upcoming events for all faculty awareness:

- a. Effective July 1, all students will be using CastleBranch for CNAI, CNAII, Phlebotomy, EKG, and Autism registration. Information sessions will be available in July for instructors that would like to attend.
- b. The Health Education department will be hosting a Career Development week this fall for students to attend. The event will be held on West Campus and will allow students to come and work on resume building, dressing for success, and on-site interviews with employers in our area. More information to come.
- c. In-facility state testing for CNAI is in progress and the goal is to have this in place by January 1, 2019. This will allow our students to test on West Campus with a set date that is designated specifically for them. More information to come.

Again, thank you for all that you do! You are all very much appreciated!

Sarabeth Kilbreth, MSN, RN

Director, Health Education

2018-2019 Parking Decals

All students, faculty and staff who park vehicles on Forsyth Tech campuses are required to purchase a parking decal. The parking decals will be available for purchase on July 2, 2018 at the Cashiers' office on the respective campuses. Parking decals are available for purchase at a cost of \$15.00 for full-time and part-time faculty and staff as well as \$35.00 for students. For more information, call Campus Police at 336-734-7243 or visit the following webpage, www.forsythtech.edu/parkingdecal.

Faculty/Staff Service Center

Print jobs submitted to the Faculty/Staff Service Center are currently being outsourced. As a result, there will be longer turnaround times, up to 4 business days, for your requests to be completed, as well as, possible cost implications.

The outside vendor will **ONLY** accept .pdf formats, so you will need to submit your files to the Faculty/Staff Service Center in .pdf format. If the format is in anything other than .pdf, the vendor will charge a service charge for graphic formatting. If possible, avoid complex formats such as binding, three-hole punch, cover slip sheets, cover stock, etc. These formats can add significant additional charges to your request.

Should you have any additional questions contact the Faculty/Staff Service Center at 336-734-7300.



Academic Calendar

2018-2019

July 4, 2018	Independence Holiday
August 14, 2018	All Employee Day**
September 1, 2018	No EWD Classes
September 3, 2018	Labor Day Holiday
October 9, 2018	Prof. Dev. Day**
November 10, 2018	No EWD Classes
November 21, 2018	No EWD Classes
November 22, 2018	Thanksgiving Holiday
12/20/18-12/31/18	Winter Holiday**
January 1, 2019	New Year's Holiday
January 19, 2019	No EWD Classes
January 21, 2019	MLK Jr. Holiday

**Forsyth Tech Campuses closed with the exception of off-site locations.

Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103

