

# O.R. STAFFING SOLUTIONS NEWSLETTER



**O.R. Staffing Solutions, Inc.**

## WHAT'S INSIDE THIS ISSUE?

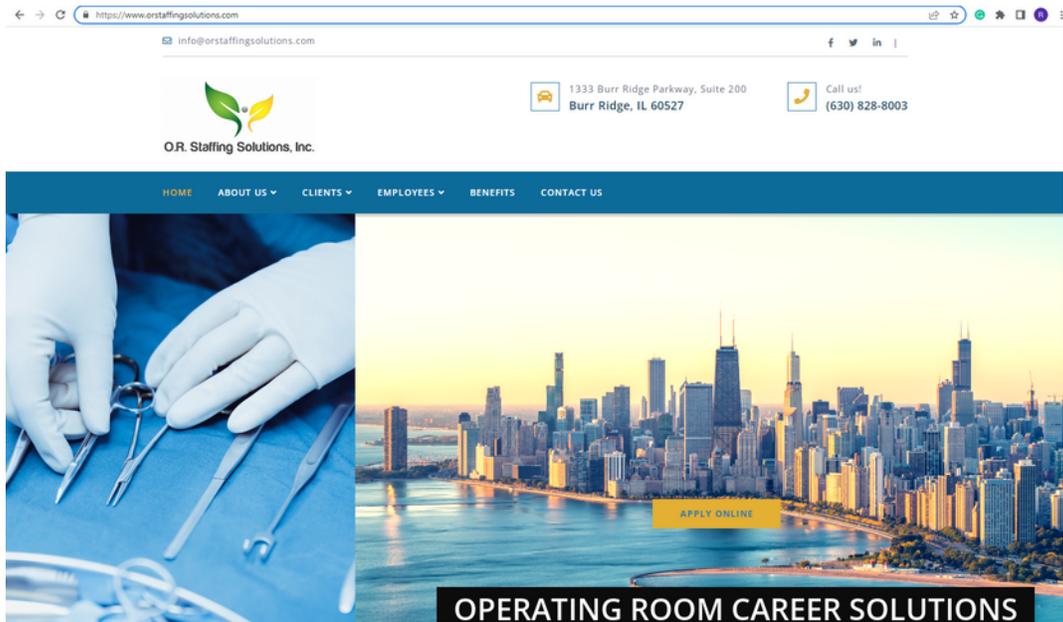
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# Meet the New Website & Social Media Pages

O.R. Staffing Solutions has a new website  
<https://www.orstaffingsolutions.com>

## What you can do on the new website:

- Learn more about the company mission and vision
- See testimonials from clients and employees
- See the employee of the quarter
- **Access the employee portal and your calendar where you can:**
  - Enter your upcoming per diem availability
  - View and request open per diem shifts (*\*specific shift times and final shift confirmation is done via a Staffing Manager*)
  - Complete competency exams
- Register for and access ADP
- Download a blank timesheet
- Apply to the agency
- View benefits
- Social Media: You can now find us on [FB](#)/[Twitter](#)/[LinkedIn](#)



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# Employee of the Quarter



## Contracted

### Zach K., ORRN

Zach has been a nurse with O.R. Staffing Solutions since its inception in 2015 and has worked with Farah and Geri for what he would say is "20,000 years". His loyalty and dedication to not only the agency but to the operating room and the patients he cares for has been remarkable. With over 20 years of experience Zach has worked in several facilities across the Chicagoland area including surgery centers and hospitals where he has been noted as a good worker who adapts well and is very knowledgeable. We are lucky to have Zach as a member of the O.R. Staffing Solutions team!

**Congratulations Zach!**

## Per Diem

### Melissa S., PACU RN

Melissa has been in healthcare for over 20 years and has been a nurse for over 10 years with a wide range of experience from Tele, Med/Surg ICU to PreOp/PACU. Melissa joined the O.R. Staffing Solutions team in early 2021, on the per diem side, and has helped several of our clients with their PACU needs. Melissa maintains high standards when caring for her patients and whether it's starting earlier than usual or going to a new place Melissa is always willing to go the extra mile. Thank you for all you do to ensure your patients receive the best care possible!

**Congratulations Melissa!**

*\*Know someone who would make a great Employee of the Quarter? Email us at [info@orstaffingsolutions.com](mailto:info@orstaffingsolutions.com)*

## Geris Health and Wellness Corner

**Make your health & wellness plan fit your lifestyle!**

Exercise 3-5 days a week.

Track your workouts

Drink plenty of water

Eat plenty of fruits and vegetables, lower your sugar intake.

Sleep is very important to overall health, 7-8 hours a night

Stop and breathe- a quick session of deep breathing can help you feel more relaxed

Pamper your feet - you are on your feet all day, get a massage or a pedicure



O.R. Staffing Solutions, Inc.

# What's New

- Updated Timesheet
- New payroll email address  
(Payroll@orstaffingsolutions.com)

## Fun facts about Timesheets

- Timesheets go back to the clients; filling out ALL the information on the sheet helps us keep them organized.
- You can email, fax or text your timesheet
- Working at more than one client in the same week? You need a separate sheet for each location

		Employee Name: _____						
		Client: _____						
<b>Timecard For Weekending:</b>								
Date	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Comments
Start Time								
End Time								
Lunch Y/N								
Daily Total								Weekly Total
Client Signature								Employee Signature
Client Name (Print)								
<ul style="list-style-type: none"> <li>• Client Signatures are to be obtained after each shift.</li> <li>• 30 minutes for lunch is automatically deducted unless otherwise noted and approved by Signing Supervisor. Please use "N" or "Y" in the space provided.</li> <li>• All timecards are to be emailed to the Agency at <a href="mailto:payroll@orstaffingsolutions.com">payroll@orstaffingsolutions.com</a> no later than Monday by 2 pm of the following workweek.</li> <li>• Please call 630-828-8003 at least 2 hours before your shift if you are calling off for illness or emergency.</li> <li>• For any work-related injury, please call 630-828-8003 to inform the Agency right away.</li> </ul>								

### ON CALL HOURS

\*(Please deduct "Called Back" hours from "On Call" Hours, if called in.)

Date	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start Time							
End Time							

### CALLED BACK HOURS

\*(Please deduct "Called Back" hours from "On Call" Hours, if called in.)

Date	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start Time							
End Time							
Client Signature:							

# Upcoming Events

## "Bad to the Bone"

ISA-of Surgical Technologists Fall Workshop

September 17, 2022, 7am-4:30p

Northwestern Medicine Huntley

10400 Haligus Rd

Huntley, IL 60142

6-7 CEUs Pending AST Approval

**Register Now!**

ST Week Sept 18-24

SPD Week October 9-15

Peri-op Nurses Week Nov 13-19

## Did you know?

July is National Cleft & Craniofacial Awareness & Prevention Month. Operation Smile is an organization that seeks to deliver safe surgery to people who need it most in over 30 countries around the world. The organization began as a family-led medical mission organization and now seeks medical volunteers that help to keep its network of passionate providers strong. Find out more about Operation Smile and its mission [Medical Volunteers | Operation Smile](#)

