

PATTON – FULLER COMMUNITY HOSPITAL
Human Resources Personnel Corrective Action Form

(Check one)

- First Conference**
Second Conference
Leave With Pay

Employee Name: King Lovell **Date:** August 12, 1998

1. Describe in details using places, events, references, dates and times the occurrence for which the employee is receiving the conference:

You were late to work on June 4, June 10, June 21, July 4, July 8, July 22 and August 6. This is a violation of the attendance policy.

On July 7, I received a complaint from a patient that you were rude to their family.

On Aug 10th, I received a complaint from a physician that you were rude to him.

Utilization Review reported that your records that were audited from July 2 – August 2 were lacking in documentation and that you failed to sign entrees on 9 occasions.

You have had 2 medication errors since June 4 and one sharps injury.

Your co-workers have complained repeatedly that you refuse to help them when they ask for it even though you may be done with your assignments.

2. Describe any past corrective actions which have been taken, the date, and the expectations laid out in the action (s). Were these expectations met or not met:

I gave you verbal warnings on July 10 and again on August 2, but the problems continue to occur.

3. What are the expectations set forth in this corrective action? What will happen if they are not met? Is there a time frame? If this is a Leave with Pay the employee will return to work with a letter stating his/her intentions. If it is to stay with the Company the employee will define what they will do to correct their behavior. Note any specific requirements below.

It is expected that you will be to work on time.

It is expected that you will show courtesy to staff, physicians, patients and their families, rudeness will not be tolerated.

It is expected that you will complete all entries in the patient's record and that you will properly sign all notations at least once on each shift.

You will attend a medications review course within the next month
You will attend an infection control education program regarding sharps
and proper disposal protocol within the next month
You will bring documentation of these two educational requirements to
me within 24 hours of completing the courses.
Failure to comply with these expectations will result in further corrective
action up to and including termination.

Management Signature and Date:

Employee Signature and Date:

Eleanore Thacker 8/12/1998
Director of Medical/Surgical

King Lovell Aug. 12, 1998

(By signing this form I acknowledge that I have seen this information, it has been reviewed with me and that I understand the expectations.)