



Oneida Nation Employee Health Nursing Newsletter

April 2024 Newsletter

**EHN Services
Offered to ALL
Oneida Employees**

**Nursing Clinic
Promoting Health &
Wellness (see page 4)**

**Case Management-
ERTW (Early
Return to Work)
(see page 4)**

**Drug and Alcohol-
Free Workplace (see
page 4)**

**Employee Spotlight
Form (print page 14)**



Oneida Nation Blood Drive

**Wednesday, April 24th
10 a.m. to 3 p.m.**

Oneida Hotel, Oneida and Cayuga Rooms
2040 Airport Dr, Green Bay, WI 54313

Spring into action: Come give blood April 24th for a \$10 e-gift card to a merchant of your choice. PLUS, automatically be entered for a chance to win a \$7,000 gift card, there will be two lucky winners! Terms apply:
rcblood.org/spring

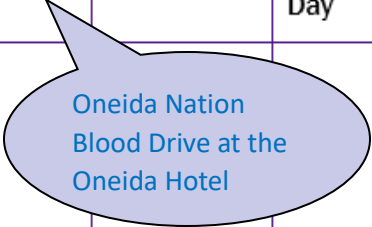
Schedule your appointment today!

1-800-RED CROSS | RedCrossBlood.org

Blood Donor App

April Calendar

April 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1 st April Fool's Day!	2 nd Autism Awareness Day	3 rd National Walking Day	4 th National Burrito Day	5 th National Self Care Day	6 th National Love Our Children Day
7 th National No Housework Day	8 th	9 th National Librarian Day	10 th National Sibling Day	11 th National Pet Day	12 th Day of Silence	13 th National Make Lunch Count Day
14 th National Gardening Day	15 th Tax Day	16 th	17 th Bat Appreciation Day	18 th	19 th	20 th Husband Appreciation Day
21 st National High Five Day	22 nd	23 rd	24 th Administrative Professionals Day	25 th World Penguin Day	26 th Hug An Australian Day	27 th
28 th World Day for Safety & Health at Work Day	29 th	30 th National Honesty Day				

Dad Jokes

Did you hear about the coffee that caused too much trouble?
It was grounded.

I used to be addicted to hokey pokey...
But I turned myself around



A police officer asked me where I was between 5 and 6....
He seemed irritated when I said Kindergarten.

A ham sandwich walks into a bar and orders a beer...
Bartender says, "Sorry, we don't serve food here."

What did the grape say when it was stepped on?
Nothing, it just let out a little wine.

What's Forrest Gump's password?
1 forrest 1



EHN provides these services to ALL Oneida Nation Employees

Nursing Clinic Promoting Health & Wellness

Minor injury or illness evaluation



Blood pressure monitoring



Need your blood sugar checked



Weight management, education, and coaching.



Immunizations (Tetanus, Hepatitis B, Pneumovax, Influenza, Tdap)



Tuberculosis screening



Domestic violence screens and referrals



Coordinate Oneida Nation Blood Drives with the American Red Cross



Tobacco cessation



Respirator Fit Testing



Case Management Early Return to Work (ERTW)

Case management of care for work-related and non-work related injuries



Drug and Alcohol-Free Workplace

Pre-employment/Internal transfer drug testing



Suspicion testing for drug and alcohol



Coordinate DOT random testing for drug and alcohol



10 Tips for Sitting Posture at a Desk

By: [Dr. Shaina McQuilkie, DC](#), Last Updated: July 3, 2023

<https://backintelligence.com/proper-sitting-posture-at-a-desk/>



Keep your pelvis neutral with your buttocks against the back of your chair.

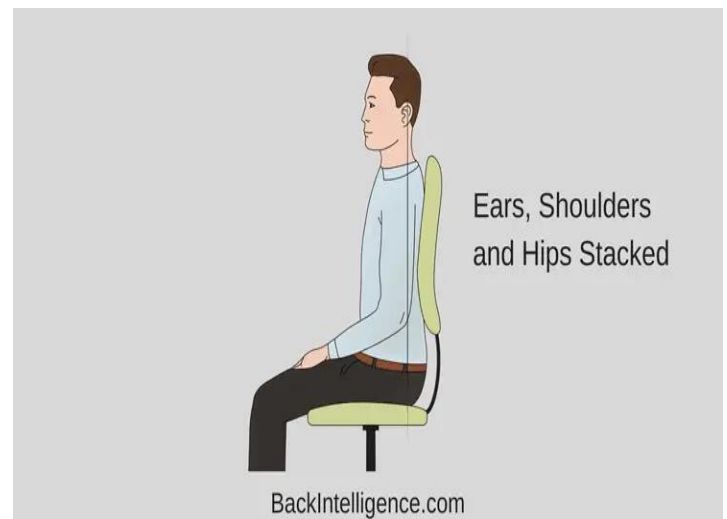
Proper sitting posture at a desk begins at your pelvis. You want to sit with your pelvis in a neutral position with your buttocks against the back of the chair.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

Keep your ears, shoulders, and hips aligned.

Any deviation from this position will cause shifting of the natural curves of your spine, which places excess stress on the spine resulting in pain, and also increases your risk of injury.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

Maintain the normal low back curve (use a back support if needed).

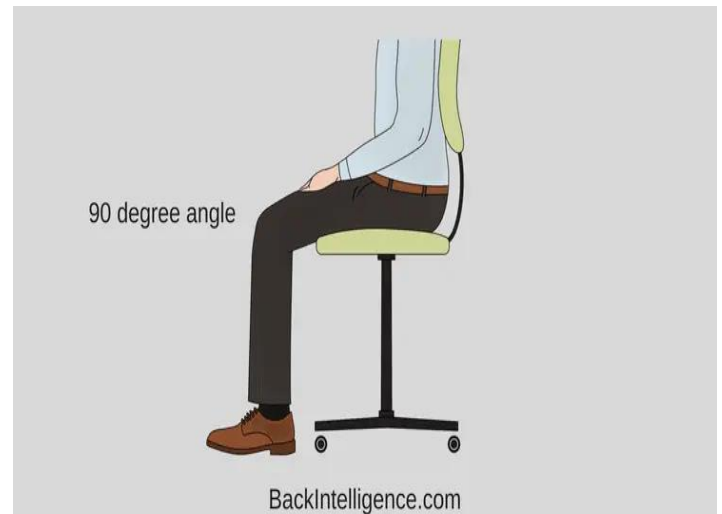
Without support, your back tends to curve in the opposite direction, which is known as kyphosis (hunchback), which leaves your lower back vulnerable to injuries including sprains and strains, and disc herniation.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

Keep your hips and knees at 90 degrees.

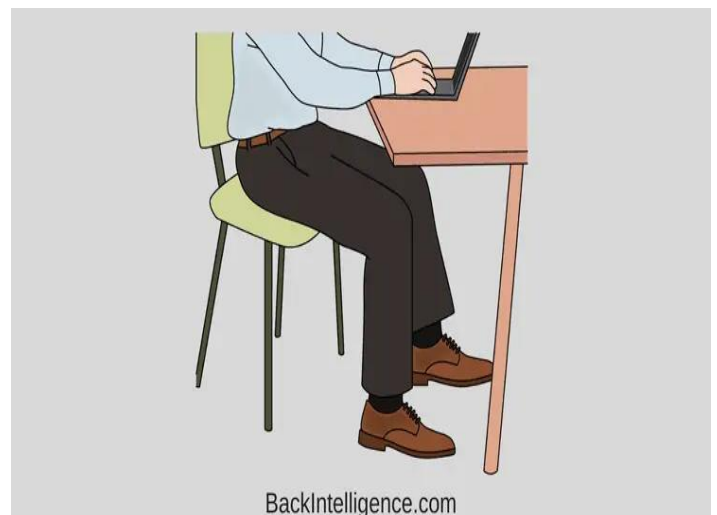
When sitting in a chair that is too low or too high places excessive stress on your back and can lead to back pain and stiffness.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

Evenly distribute your weight over both hips (avoid leaning to one side).

It can be tempting but ensure that your weight is evenly distributed over both hips when in a seated position.



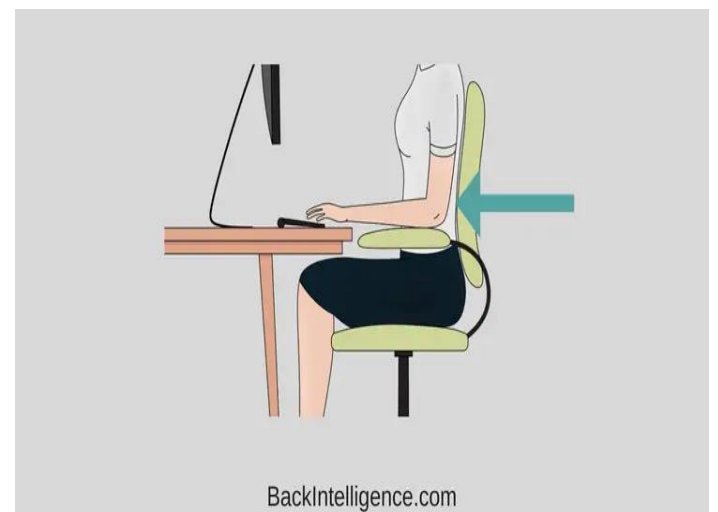
Keep both feet flat on the ground (use foot stool if necessary).

When you cross your legs, or if just your toes are touching the floor, you put stress on the large supportive muscles of your back, pelvis and hip and you also interfere with proper blood flow.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

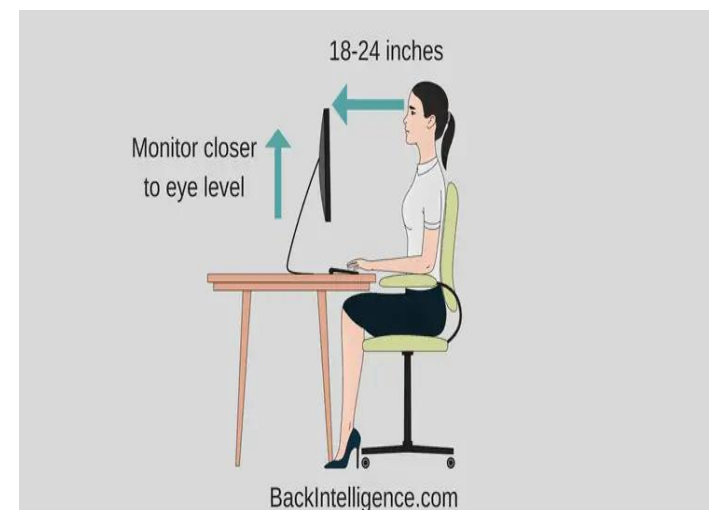
Keep your forearms parallel with the floor, resting on your desk.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

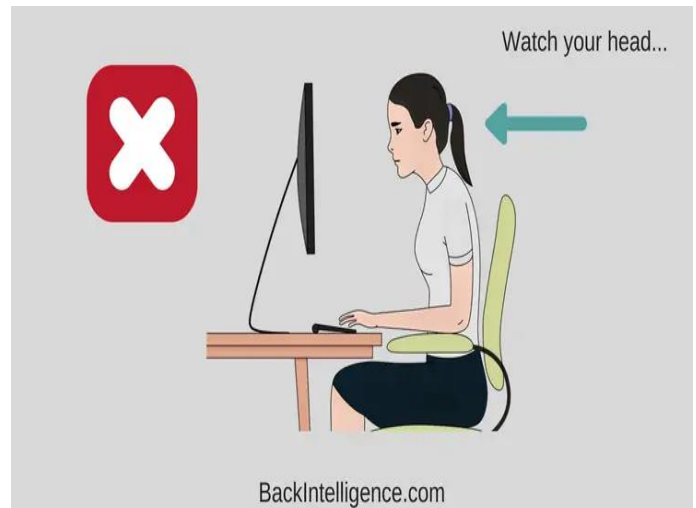
Place your computer monitor 18-24 inches from your face with the top 1/3 of monitor at eye level.

To prevent neck strain.



Regularly check that your head is not protruding forward.

You'll really want to be aware of this bad habit and make a conscious effort to avoid it. Research has found that for every inch your head moves forward, there's an extra 10 pounds of weight placed on your neck! Which can result in an array of health issues including numbness and tingling in your arms and hands.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

Take periodic breaks & stretch out.

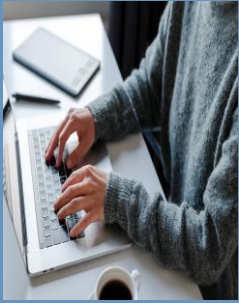
Try to take a short break from sitting at least once every hour to move around your office. Try doing simple stretches:

- neck range of motion (flexion, lateral flexion, and rotation),
- shoulder shrugs,
- calf raises,
- ankle pumps,
- lunges,
- doorway stretch.



Proper Sitting Posture at a desk. Dr. Shaina MCQuilkie, DC. Updated 7.3.2023

If you would like more information on workstation ergonomics or would like an ergonomic assessment please give our safety nurse, Sharon VanDeHei, BSN, RN a call at 920-405-4492.



10 effective ways to stay focused on work

Fending off distractions at work can be a challenge, especially with our phones, social media, and friends and coworkers within reach and calling for our attention. Many of us struggle to focus on work at times, which can eat into our productivity and even our finances. While everyone has their own unique methods, there are evidence-based strategies available to help you stay on task.

Here, we provide our tips to help you maintain focus on work, improve your productivity, and empower yourself as a professional.

1. **Call out what's distracting you.**

Distractions may take up your time, energy, and attention. In order to overcome them, however, you need to acknowledge your particular distractions and identify them for what they are when they pop up. By doing this, you can gather and redirect your attention to more important matters.

People may find that just labeling distractions empowers them enough to put up boundaries and avoid those devices. Others might need to think motivational thoughts, speak positive words, or employ breathing techniques to refocus. Not only can these strategies improve productivity, but they can help ease the anxiety and frustration that come from distractions.

2. **Cut out digital distractions.**

Throughout the day, our phones and computers are bombarded with emails, text messages, alerts, notifications, and social media updates. We get distracted by the sounds, the urges, and the habits of it all. To fight against these distractions, try:

- Keeping your phone out of arm's reach,
- Turning off notifications or putting devices on do not disturb,
- Deactivating distracting apps and features during the workday,
- Blocking certain websites,
- Scheduling phone and social media breaks for yourself,

3. **Work proactively, rather than reactively.**

You can disarm distractions by emphasizing proactive work over reactive work. We often react to the things going on around us in our environment and to our digital messages and emails. These non-pressing matters distract us and force us to lose focus on more important tasks. To combat this, create a list of organized and prioritized goals. Set your mind to completing this list before tackling any other reactive task. This will help you focus on the work that matters and complete it in a more timely fashion. You may even find yourself having more time to finish those reactive duties later in the day.

4. **Break large, vague tasks into smaller, more specific, more manageable tasks.**

A large or ambiguous task can be daunting for just about anyone. Many of us have the urge to put these off in favor of smaller and more manageable tasks. While we are inactive, we can more easily fall victim to distractions.

An effective approach here is to break down large tasks. This can make the project less intimidating and allow you to take small steps through to completion. Once you start a project, you can better stay on track, stay motivated, and formulate logical approaches for future steps.

10 effective way (cont)



5. **Time-block your workday.**

One of the best ways to focus on work is to have your day mapped out and scheduled. By time-blocking your day, you can work more efficiently and accomplish more overall. Set aside time at the end of each day for planning your tomorrow.

Schedule the high-effort tasks for when you are most productive, such as the morning hours, after lunch, or whenever works for you. Consider grouping similar tasks together, allowing you to maintain creative momentum or knock out several small tasks in one sitting.

6. **Avoid task-switching.**

Multitasking might seem like the most effective way to work, but it actually has a negative impact on productivity, according to the American Psychological Association. When we switch between tasks, it takes time to rebuild our focus back to where it was. Switching also leaves us more vulnerable to distractions. Instead, try to work on a task through to completion. In addition to much of the advice listed above, you can avoid task-switching by preparing all the materials you need to complete a task in advance. This will allow you to build consistency and momentum in your work.

7. **Listen to suitable sounds or music.**

Listening to music at work produces different results depending on the person and situation. Studies have shown that listening to music you enjoy can increase focus and improve your mood and overall wellness. Yet, music can also be its own distraction. While music does not work for everyone, consider listening to songs or sounds that do not fight for your attention.

8. **Eat balanced meals and drink water.**

How and what we eat and drink throughout the day can have a big impact on how we perform at work. Consuming brain foods, for example, can increase memory, attention, concentration, and energy. Try starting your day with healthy breakfast, and mix in fruits, nuts, and foods with omega-3 fatty acids to improve your brain health and cognition.

9. **Organize your workstation.**

Reclaim your workstation and turn it into a place you want to spend time in, and place you find both relaxing and energizing. Decorate it with items, visuals, and smells that you enjoy and motivate you. Declutter and organize your things and stop wasting time looking for lost or misplaced items.

10. **Try the Pomodoro technique.**

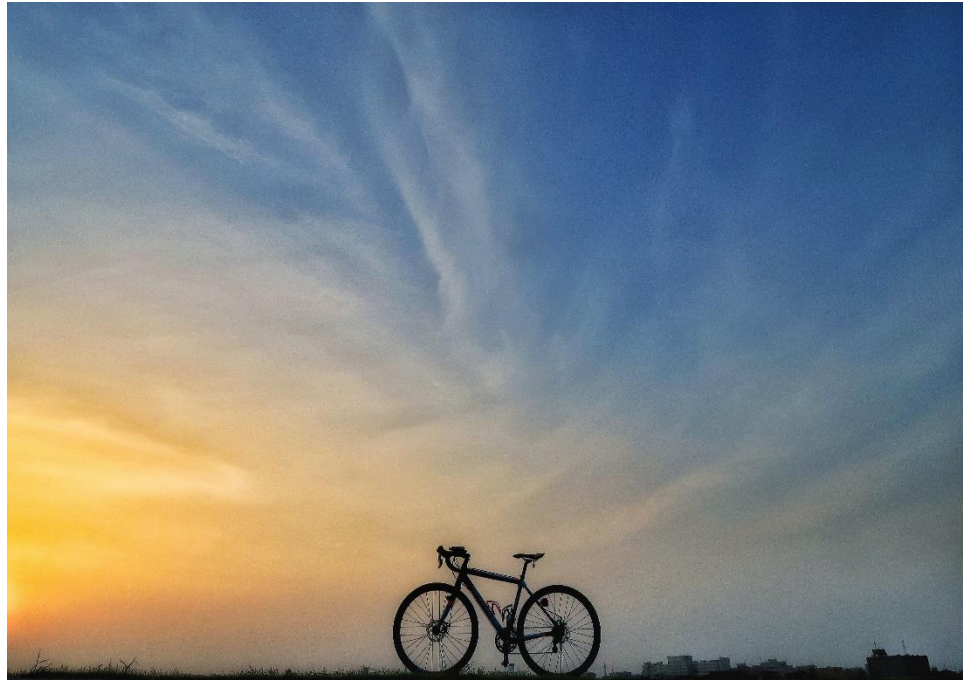
The Pomodoro technique (Francesco Cirillo) is a time management technique that can improve productivity. In practice, you set a 25-minute timer and focus on a work task until the alarm sounds. At this point, you reward yourself with a 5-minute break.

The Pomodoro technique can minimize the effect of distractions by pushing them off until your allotted break time. Create an interval system that works best for you, and plan the system ahead of time to keep you motivated and on target.

I CHOOSE

*I live by choice,
Not chance,
To be motivated,
Not manipulated,
To be useful,
Not used,
To make changes,
Not excuses,
To excel,
Not compete,
I choose,
Self-esteem,
Not self-pity,
I choose to
listen to my
inner voice,
Not to
the random
opinion of others.*

“Miyamoto Susashi”



**“REPEAT AFTER
ME:**

**‘My current
situation is not my
final destination.’”**

Employee Recognition is important

At first glance this may not be listed as a priority in our busy work schedule or at the top of our pile of "to do list" to get completed like *yesterday*. Everyone appreciates when they are recognized for the great work they do or when they go above and beyond what is required of them at their job. I know I do!

"The simple act of acknowledging achievement is a major boost for employee morale and performance. And that's why employee recognition is so critical." (Wickham, 2023).

Natalie Wickham published some of the research findings for the importance of employee recognition in her article found in Quantum Workplace. In the article she lists:

8 employee recognition statistics

1. The #3 reason most people leave their jobs is a lack of recognition.
2. Organizations with recognition programs have 31% lower voluntary turnover than those without.
3. Organization with recognition programs in place experience 28.6% lower frustration levels than those without.
4. 52.5% of employees want more recognition from their immediate manager.
5. Organizations with sophisticated recognition programs are 12X more likely to have strong business outcomes.
6. 4 in 10 respondents (41%) want more recognition from their immediate coworkers.
7. Recognition for work is one of the top drivers of candidate attraction.
8. When companies spend 1% or more of payroll on recognition, 85% notice a positive impact on engagement.

If you are a manager/supervisor and have an employee or a department that has done excellent work please take the time to complete the Employee Spotlight form and submit to EHN_Department@oneidanation.org We would also like to include a picture of the employee in our Employee Health Newsletter.

Any questions please feel free to contact Monica Montgomery, RN at 920-496-5271.

Employee Spotlight
 (To be completed by Emp's Manager/Supervisor)

Name of Employee or Dept		Employee #	
Nominated by			
Department		Position	
Has worked for the Oneida Nation _____ yrs			Employee gives permission for their picture to be in our EHN Newsletter? Yes No
Reason for nomination...			
Anything else you would like to mention about this nominee?			
Manager/Supervisor Signature			
Nominated Employee's Signature			

“Employee Spotlight” guidelines

- ~ Must not be on probation.
- ~ Must have worked at Oneida for at least 2 years.
- ~ Nominations are accepted from employee’s manager/supervisor.

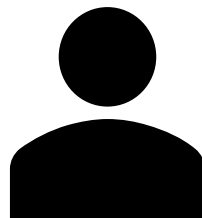
- ~ The following are *some* ideas of the qualities you might consider submitting for Employee Spotlight:
 - * You can count on them to deliver high-quality work.
 - * They show dedication in the fulfillment of duties.
 - * Excellent customer service skills.
 - * Professional and portrays leadership qualities.
 - * Willing to do more than the job requires.
 - * Team player.
 - * Role model to other employees.
 - * Assists other employees to enable completion of projects.
 - * Maybe they have great listening skills.
 - * Portrays a positive attitude towards co-workers, superiors, or customers.
 - * Available to others and friendly.
 - * Willing to take new tasks and learn.
 - * Dependable.
 - * Reports to work on time and keeps to the schedule.
 - * Takes part in extra activities such as fairs, training and committees.
 - * Completes tasks on time.
 - * Can and willingly trains others.

What about nominating your department? We would love to spotlight a department that has the qualities listed above.

What about a committee you want to highlight?

Coming soon!

EMPLOYEE SPOTLIGHT



Employee or Department's picture

To Managers and Supervisors

Employee's that excel at their job through great customer service, kind act, team player or something wonderful they accomplished at work or off duty. Maybe a supervisor/director/manager would like to acknowledge their whole team/department.



“A Page from the Medical Assistant’s Journal”

By

The medical assistant

With Springtime just around the corner, we have many opportunities to reach out for a healthy lifestyle and use this warmer weather to get our health back and grow spiritually, mentally and physically stronger. There is no better healer than fresh air, exercise, and sunshine in the world. And, now we can take our fill of all three and the best part is there is no price tag associated with the biggest healers in the world. Taking a long stroll with loved ones down the lane and getting in a little hiking, with stretching and soaking up that sunshine which, (In moderation), is an altogether good thing. Medicine takes a breather in Spring, when health shoots up. Depression, anxiety, and all-around fatigue go down and happiness, peace and strength return. Spring is traditionally known as the time when Winter and death are replaced by rebirth, regrowth, and new life.

If you want to take advantage of the healing benefits of more sunshine and fresh air coming your way, then start small and simple. Maybe get out your family's bicycles and get them tuned up and adjusted to any new growth in your bodies, get your vegetable garden mowed and hoed and enjoy the natural exercise of farming, get yourself ready for a warmer climate by preparing your wardrobe for more exercise. Not only getting your bikes ready for Spring, but also your boats. Boating is an extremely good way to stay physically fit and sound. Also, many libraries and gymnasiums have activities such as T'ai Chi and Kung Fu or meditation that is an outdoors activity and can be quite stimulating mentally, as well as helping you get relaxed and comfortable. Yoga is not yet an outdoor activity; however, yoga has excellent health benefits.

This Spring try a new version of your diet to include more fresh fruits and vegetables. Try drinking more water and eating less fat and sugars, things that you know are bad. Since Spring is the time of renewal and rebirth, you can give yourself a new lease on life by creating new patterns of health and beauty. Just getting out to stretch and walk a few miles in the fresh air and sunshine can lift depression and cause new well-being and purpose. You have so much to gain this time of year, so let's get out there and be happy and healthy.

A small recipe for sharing:

Courtesy of Food Network Magazine

Creamy chicken with mushrooms and snap peas.

- **Ingredients:** 4 chicken cutlets, approximately 1 1/4 pounds, dried with paper towels
- Salt and pepper, to taste
- 2 tablespoons vegetable oil
- All-purpose flour, for coating
- 1 tablespoon unsalted butter
- 2 scallions, finely sliced
- 8 ounces of mushrooms (button, cremini, shiitake, or a mix), quartered
- 1 1/4 cups of low-sodium chicken broth

- Tap here
- 3/4 cup of heavy cream
- 2 cups of sugar snap peas, stems removed and halved lengthwise

Directions

- Begin by seasoning the chicken cutlets with salt and pepper on both sides.
- Heat vegetable oil in a skillet over medium-high heat.
- Dredge each chicken cutlet in flour, shaking off any excess, and carefully place them in the hot skillet. Cook until golden brown, approximately 2-3 minutes per side. Once cooked, transfer the chicken cutlets to a plate and set aside.
- In the same skillet, add butter and allow it to melt. Then, add sliced scallions and quartered mushrooms. Sauté until the mushrooms are tender and lightly browned, for about 4-5 minutes.
- Pour in the low-sodium chicken broth and bring it to a gentle boil, scraping up any browned bits from the bottom of the skillet. Allow the broth to reduce by about half, which should take approximately 3-4 minutes.
- Next, stir in the heavy cream and continue to cook until the sauce has slightly thickened, about 2-3 minutes more.
- Add the sugar snap peas to the skillet and cook until they are tender yet still crisp, approximately 2-3 minutes.
- Taste the sauce and adjust the seasoning with salt and pepper if necessary.
- To serve, place the cooked chicken cutlets on plates and spoon the creamy mushroom and snap pea sauce over the top.
- Enjoy your delicious meal!

Thank you for reading.

The medical assistant.

April

X E N Y Z S D P N E I A B E R
H E T B E S Q O P Y L Q U P P
G Z A F L U M L Y Y P G T C R
A F R R G N P L A E I N T U A
W F V B T S O E B O C U E P N
A C Q U F H N N Z L M R R S K
K U T W L I W X X Z P A F P R
E M A A O N H O G R A I L R H
N B X Z W E M B R V Y N I O I
I R E A E J Y K W M T E E U G
N E S T R C V N L T O Z S T F
G L F O S K F R E S H N E S S
V L X G Z G A R D E N I N G D
T A U D L A S P R I N G B S I
V P R S B R E E Z E J B J U A

butterflies

gardening

flowers

breeze

pollen

freshness

earthworm

sunshine

taxes

prank

awakening

umbrella

spring

sprout

rain

Spring ahead with Safety

The second Sunday in March we spring ahead and turn our clocks forward one hour. We “lose” an hour when the clocks are set forward, and for many, that means a couple of tired days as our bodies adjust. The consequences of fatigue can be serious, so plan accordingly. Don’t cheat yourself out of some extra sleep. Go to bed a little earlier or sneak in a nap if you can. This is also a good time to review your spring safety checklist.

Three out of every five home fire deaths result from fires in homes with no smoke alarms. Test your smoke alarms every month and replace the battery at least once a year.

Smoke alarms should be in every bedroom and in the common areas on each floor of a home. Mount them at least 10 feet from the stove to reduce false alarms, less than 12 inches from the ceiling and away from windows, doors, and ducts.

Anything that burns fuel can potentially become a source of carbon monoxide, an invisible, odorless gas that can kill. CO alarms should be installed in a central location outside each bedroom and on every level of the home. Make sure vents for your gas appliances (fireplace, dryer, stove, and furnace) are free and clear of snow or debris.

Get rid of unwanted medicines. The National Safety Council recommends you take your unwanted or expired medications to a prescription drop box or a take-back event near you. The next local Take-back Event is scheduled for April 27th, 2024. Oneida Police Dept also has a drop box located in their lobby.

Getting the urge to clean? With the warm weather comes a desire to shine and polish your home. Be sure to read the warning labels of the chemicals you are using. Be very cautious with mixing any chemicals together especially if they contain ammonia or bleach. Or better yet, check out using natural products like vinegar or baking soda.

Sincerely,

“EHN Safety Nurse”

Answer to word search

April

X E N Y Z S D P N E I A B E R
 H E T B E L Q O P Y L G U T C P R A
 G Z A F E L L U M L Y E I N T U P K
 W F V B S O N P L A E O C U R F P A N K
 A C C O U F H N N Z L M R R F S P R H
 K E M T W L I W X X Z P A I L I O I
 N B X Z W E M B R V Y N I U G
 I N E S T R I C V N L T O Z S T F
 G L F O S K F R E S H N E S S
 V L X G Z G A R D E N I N G D
 T A U D L A S P R I N G S I
 V P R S B R E E Z E J B J U A

- | | | | |
|-------------|-----------|-----------|------|
| butterflies | freshness | awakening | rain |
| gardening | earthworm | umbrella | |
| flowers | sunshine | spring | |
| breeze | taxes | sprout | |
| pollen | prank | | |