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## Operation: Mosquito Search and Destroy Completed in Manchester, Saturday, April 9



The fourth “Operation: Mosquito Search and Destroy” clean-up campaign was executed in Manchester, Saturday, April 9.

Spearheaded by the Ministry of Health with the overall objective of promoting community participation in the identification and destruction of the breeding sites of the *Aedes Aegypti* mosquito, the campaign was launched on Saturday, April 9, 2016 on the greens in the Mandeville town centre at 9: 00 a.m.

Three legs of the operation have been successfully completed in St. Ann, St. Thomas and St. Catherine and will be executed in all 14 parishes over time. The campaign is part of the Ministry’s Zika virus preparedness and response activities.

Minister of Health, Dr. Christopher Tufton in addition to

*Health Minister, Dr. the Hon. Christopher Tufton (left), Mayor of Mandeville, Councillor Brenda Ramsay (centre), and North West Manchester Member of Parliament, Mikael Phillips, in conversation during the launch of the ‘Operation: Mosquito Search and Destroy’ clean-up campaign in Manchester on April 9.*

**Photo Credit: Jamaica Information Service**

the Mayor of Mandeville, Councillor Brenda Ramsay, Member of Parliament for North Western Manchester, Mikael Phillips, health officials and community members conducted the operation in the Greenvale communities.

The operation included the removal of bulky and other waste that are breeding sites for the *Aedes aegypti* mosquito, the distribution of educational materials as well as showing residents how to identify the different breeding sites and the corrective measures to be taken.



**Mr. Michael Bent**

## From the Desk of the Regional Director: "Administrative Professional Day"

Today, as we celebrate Administrative Professional Day, it is with great joy and pride that I salute the Administrative Professionals of the Southern Regional Health Authority on the 64<sup>th</sup> anniversary of an important commemoration.

Administrative Professionals Day highlights the important role of administrative professionals in all sectors of the world of work and though flowers, cards, shopping gift certificates or gift baskets would not be enough to show our true appreciation, we laud you for your quality service. The value of your service extends beyond a day's celebration and as standard bearers who continuously epitomize professionalism, it is important that you continue to exceed the service you offer and aim to provide first-class service at all times.

Since its inception in 1952 with National Secretaries Week, the Administrative field has evolved and so Administrative Professionals Day provides an opportunity for you to make a commitment to maintain a standard of professionalism, work beyond your job descriptions and importantly, develop your skills.

The Southern Regional Health Authority is blessed to have the services of some of the finest Administrative Professionals in the country and your commitment to quality service and support to your bosses is matchless. I wish we had all the resources to pamper you throughout the week, but we hope you accept our warmest appreciation for your invaluable service.

We in the Southern Regional Health Authority are proud of you and we wish you God's richest blessings as you continue to strive for excellence.

On the Lighter Side



- **Tuesday, May 10, 2016**  
National Move for Health Day  
Bargain Village Plaza, Clarendon  
8:00 a.m.
- May 8-13**  
Dental Auxiliaries Week  
Check your Dental team for more information !!!!!!!!!!!
- Friday, May 13, 2016**  
Good Health Begins at Home Programme Launch  
On the lawns of the Southern Regional Health Authority  
10 a.m. with Health Minister, Dr. Christopher Tufton
- Monday, May 30, 2016**  
Mandeville Regional Hospital Blood Drive Day  
Look out for details !!!!!!!!!!!
- Manchester Wellness Foundation Run/Walk**  
Launch: **June 16, 2016** at the Mandeville Hotel  
Run/Walk: **July 2, 2016**

## In the News: Southern Regional Health Authority

### “Fatherlessness- Most Significant Factor Contributing to Broken Families in Caribbean”: Regional Technical Director



**Dr. Coombs addresses the 3<sup>rd</sup> Caribbean Regional Conference of the World Congress of Families in Barbados.**

Regional Technical Director for the Southern Regional Health Authority (SRHA), Dr. Michael Coombs has announced that fatherlessness is the most significant factor that contributes to broken families in Jamaica and other Caribbean countries.

According to Dr. Coombs, based on scientific evidence, this variable also has implications for the majority of social and public health challenges including crime and violence, mental illness, substance abuse, teen pregnancy, child and adult sexual abuse, gender-based violence, teen suicide, youth incarceration, poor performance in schools, unattached youths, gang membership, and the cycle of failed traditional marriages with tragic consequences.

He was addressing the topic of “Fatherlessness in Jamaica and the Caribbean” at the 3<sup>rd</sup> Caribbean Regional

Conference of the World Congress of Families held in Barbados, April 8-9 under the theme, 'The Natural Family: Key to a Healthy, Stable, and Prosperous Caribbean Community'.

“This constitutes nothing less than a social and public health emergency in need of urgent interventions through partnerships at all levels. Fatherlessness is perpetuated by several important factors which includes cultural, social, ideological factors and especially the absence of holistic male development and socialization interventions” Dr. Coombs said.

Dr. Coombs who is also the chair and founder of the National Association for the Family (NAF) informed the conference of a holistic male development initiative being developed in Jamaica to address the plethora of male-related issues affecting young males, communities and the wider society, including fatherlessness and fractured families.

The initiative titled 'Man-Up, a Call to Healthy, Responsible Manhood', is being implemented through a partnership between the SRHA, the NAF, the Ministry of Education and the Church. The initiative was launched at a male retreat in February with the intention of being rolled out in schools and colleges, youth groups and the church.

Other issues which were explored at the Conference included the impact on families of secular world views, the importance of traditional marriage to social wellbeing, public health and national development.

Dr. Coombs noted that: “A serious concern highlighted was the grave harm being done to children as young as 3 years year old through the current sex education programmes in Caribbean countries including that being implemented currently in Jamaica. Among the harmful content being taught to children is that their sexual identity can change, based on their circumstances and how they feel.”

## In the News: Southern Regional Health Authority

### J\$9.6 Million Donation to Boost Healthcare in Southern Region From Jamalco



Regional Director of the SRHA, Michael Bent (centre) accepts a cheque valued at \$4.8 million from Jamalco CEO, Antonio Melo (3<sup>rd</sup> left) while (left to right) Jamalco's General Counsel Sonia Mitchell and Corporate Services Manager, Donna-Marie Brooks-Gordon, Clarendon Health Services Parish Manager, Joseph Grant, May Pen Hospital Senior Medical Officer, Dr. Bradley Edwards and Councillor of the Rocky Point Division, Winston Maragh look on.

The healthcare capacity in the Southern Regional Health Authority (SRHA) facilities will be boosted through the commitment of J\$9.6 million dollars from bauxite/alumina company Jamalco.

The first of two disbursements valued at \$4.8 million was handed over to the SRHA on Thursday, April 15 at the Jamalco office in Clarendon.

The first payment will purchase 10 wheelchairs, 30 automatic hand soap dispensers, 30 hand sanitizers, 25 foot operated faucets, 10 hand dryers, a hand drill and an orthopaedic saw. The second tranche of funds which will be disbursed subsequently will purchase stretchers and beds.

According to Regional Director of the SRHA, Michael Bent, the region has been focused on improving its services and offerings in several areas such as quality assurance which the donation will help to improve.

“The southern region will be commencing orthopaedic services at the May Pen Hospital shortly and the donation which will purchase some orthopedic items have come at an opportune time. This will certainly boost our capacity to deliver efficient and effective services and we are most grateful to Jamalco. As a region, we support public-private partnerships and we thank Jamalco for their support and look forward to continued partnerships” Mr. Bent said.

The Southern Regional Health Authority and Jamalco has enjoyed a longstanding relation which Corporate Services Manager, Donna-Marie Brooks-Gordon noted extends beyond the parish of Clarendon as the company has given support to other facilities within the region which covers Clarendon, Manchester and St. Elizabeth.

“This donation will not solve the problems in the region but it is a start and we want to help to assist with the challenges. Jamalco takes its social responsibility seriously and we are committed to helping with the social renewal of communities” Mrs. Brooks Gordon pointed out.

## In the News: Southern Regional Health Authority

### Decline in Marriages- A serious threat to Public Health and National Development... Regional Technical Director

The current decline in the number of marriages occurring annually, coupled with an increase in divorce rates in Jamaica and other Caribbean countries, is posing a serious threat to public health, social wellbeing and national development.

This view was expressed by Regional Technical Director of the Southern Regional Health Authority, Dr. Michael Coombs as he addressed the 3<sup>rd</sup> Caribbean Regional Conference of the World Congress of Families in Barbados earlier in April. Dr. Coombs explained that statistics from the Registrar's General Department (RGD) in Jamaica indicate that the number of marriages declined from 26,000 in 2005, to 15,500 in 2015 (preliminary figure).

“In light of population growth for this period, this represents a significant drop in marriage rates (number of marriages per 1000 population). Coupled with this is the increase in divorce rates (divorce per 100 marriages) which increased from 6.96 in 2005 to 11.57 in 2010 according to the Statistical Institute of Jamaica. There are very similar trends in countries such as Barbados based on CARICOM demographic statistics” Dr. Coombs explained.

“This has undoubtedly contributed to the reality in Caribbean societies, where many children are born outside of wedlock. In Jamaica, 85% of children are born to unmarried mothers, according to statistics from the RGD in 2014. Based on the established impact of marriage on the adults involved, and especially on the health and wellness of children, these trends pose a very serious threat to public health, social wellbeing and indeed national development” Dr. Coombs continued.

The Regional Technical Director noted that the current body of research consistently finds that: “Married men and women are more likely to live longer, to be physically and mentally healthier, to be happier, to recover from illness quicker and are more successfully and generally take better care of themselves and avoid risky behavior. The health benefits are so significant, in fact; one sociologist described them as being as ‘large as the benefit from giving up smoking’.”

He continued to say that studies show that a child living with a single mother is 14 times more likely to suffer serious physical abuse than a child living with married biological parents and a child whose mother cohabits with a man other than the child's father is 33 times more likely to suffer serious physical child abuse.

Dr. Coombs told the conference that based on research: “Children raised in intact married families are more likely to attend college, are physically and emotionally healthier, are less likely to be physically or sexually abused, less likely to use drugs or alcohol and to commit delinquent behaviors, have a decreased risk of divorcing when they get married, are less likely to become pregnant/impregnate someone as a teenager, and are less likely to be raised in poverty.”

Dr. Coombs who is also the founder and chair of the National Association for the Family called for governments, NGO's, the church, civil society and indeed all of society to act with urgency to promote parental marriage, especially among youth aspiring to become parents adding that this is the foundation of healthy families and a pivotal strategy in achieving Vision 2030.



## Facilities on the Move

### Fogging Machines Gift Boost Vector Control Efforts in Clarendon

Efforts by the Clarendon Health Department to boost vector control in the parish have been enhanced with the donation of two new Fogging Machines.

The machines which are a donation from Custos of Clarendon, *William Shagoury* were handed over to the Health Department on April 22, 2016.

Parish Manager for the Clarendon Health Services, Joseph Grant in expressing gratitude for the gift noted that it will strengthen the Health Department's vector control programme and increase its capacity to reduce the threat posed by the *Aedes Aegypti* mosquito and the possible spread of Zika virus and other infectious diseases.



**Wellness Bytes:**  
Do Your Pap Smear Today

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Ministry of  
Health

- **What is a Pap Smear:** It is a screening test which is an easy way to check the cervix for abnormal cell changes. It detects early changes in the cells of the cervix. The cervix is the lower part of the uterus (womb), which opens into the vagina (birth canal). If you have regular Pap smears these cell changes can be detected and treated early.
- **Who needs a Pap Smear?** All women 18 years and older who have ever had sex.
- **How often do I need to get a Pap smear?** If you are 25-54 years old and have had 2 normal Pap smear results in a row you should continue to do a Pap smear every 3 years up to age 65 years. If you are over 65 years old, ask

your doctor if you can stop having a Pap smear.

- **How do I prepare for a Pap smear?** To make the Pap smear as accurate as possible, it is recommended that for 2 days before the Pap smear you avoid: Douching, Using tampons, Using vaginal creams, suppositories, medicines, vaginal deodorant sprays or powders, Having sex.
- **How is a Pap smear done?** A doctor or nurse can do a Pap smear during a pelvic examination. While you lie on the examination table the doctor or nurse puts an instrument called a speculum into your vagina, opening it to see the cervix. Cells are gently wiped with a soft brush or spatula from around the tiny opening in the cervix. The sample is sent to a lab where it is examined under a microscope to see if any abnormal cells are

- **Does the Pap smear hurt?** It may be a little uncomfortable but it should not be painful.
- **What if the Pap smear is abnormal?** An abnormal Pap smear result means that changes were found on your cervix. This usually does not mean you have cervical cancer. Some abnormal cells will turn into cancer. But sometimes these unhealthy (abnormal) cells will go away on their own. If you have an abnormal result, talk with your doctor or nurse.
- **Is a Pap smear the same as a pelvic exam?** No, although a Pap smear may be done as part of a pelvic exam. During a pelvic exam, the nurse or doctor will examine the reproductive organs (cervix, uterus, vagina, ovaries, and fallopian tubes) for any abnormalities.
- **Where do I go to have a Pap smear?** You can go to: A General Practitioner, Hospitals or Health Centres, A specialized Doctor such as a Gynaecologist, Family Planning Clinics Or any Branch of the Jamaica Cancer Society.

# A DAY IN THE LIFE OF

**Jennifer Barrett-Green  
Case Manager, May Pen Health Centre**

**“From Female Orderly to Case Manager—  
Mrs. Green Completes Tertiary Education  
at age 56”**



From medical, financial and personal challenges, to ridicule about her age while pursuing a tertiary education, Jennifer Barrett-Green has withstood the odds and has never given up on her dream of attaining higher education.

She served as a Female Orderly in the Dietary Department at the Mandeville Regional Hospital from 1991 to 2012 but now Mrs. Green is a Case Manager at the May Pen Health Centre where she rapport with HIV patients to ensure that they receive the needed medical care and social services while advocating and monitoring those patients.

It has not been an easy path as Mrs. Green encountered several challenges before and during her tertiary education journey. She recounted being laughed at by persons who commented that she could not be going to school because she was too old. But this did not stop her from completing a Bachelor of Science Degree in Social Work and an Associate Degree in Family Life Education at age 56. In fact, during her tenure, she was a source of motivation and inspiration to her peers who expressed that they it was their dream that their mothers could have the determination and drive to pursue such a path.

The Southern Regional Health Authority (SRHA) granted Mrs. Green study leave in January 2008 to December 2011 to pursue her studies and upon completion, she was selected as the Adherence Counsellor for Clarendon in the HIV Unit. Although she officially retired as a public servant in March 2016 she continued to work in the HIV Unit as an Adherence Counsellor and in May 2016, she was promoted within the Unit as Case Manager.

Though she loved her job which included preparing meals for patients at the hospital, Mrs. Green noted that this area did not allow for much improvement as it was always her desire to attain a good education and “to be in a top position.” After this realization, she sought permission to work the early shift so she could go to classes in the evenings to study for the Caribbean Examinations Council (CXC) administered exams. She attained four subjects in addition to the two which she already had during a period which saw her in and out of the hospital. Not even this could stop her and after being successful at the exams she applied to the Northern Caribbean University where she was accepted. She recalls that on her first day of school, she felt like “a little girl who had received a long wanted toy.”

A homemaker, a lover of embroidery, sewing and gardening, Mrs. Green believes the sky is the limit and encourages her peers to search for something they love and pursue that dream. She expresses profound gratitude to the staff of the Mandeville Regional Hospital particularly the Dietary and Personnel departments, the CEO, the SRHA and most importantly God for their support during her journey.

Mrs. Green hopes to pursue a Master’s degree and become a motivational speaker in the future. She has also started her book titled “Coming Up In Hard Times” (subject to change). She is a recipient of the Long Service Award granted in December 2015 for 24 years of service at the Mandeville Regional Hospital.

## Staff Highlight

### Staff Wellness Conference 2016

The Manchester Health Department hosted its 2016 Staff Wellness Conference under the theme “Preserving ‘My’ Health for Longer Life”. The Staff Wellness Conference motivated employees to voluntarily adopt healthier behaviours and increase awareness of positive health behaviours, in particular, physical activity and healthy eating.

Please see photographic highlights below:



Minister of Finance and the Public Service, Audley Shaw shares his journey about weight-loss and healthier behaviours including physical activity and healthy eating.



Mrs. Paulette Turner having her blood pressure checked.



Staff members demonstrate simple physical activities that can be done at home.



Staff enjoying a scrumptious yet healthy meal.



Members of staff enjoy a work-out session.



## 2.1 EMPLOYEE FILE

A file shall be created when an employee starts working within the Public Service regardless of the type of employment. Standard documentation to be placed on the file includes:

- a) The letter of application and/or completed application form;
- b) Record of employee's performance in the selection process;
- c) Proof of age, qualification, marital status;
- d) Report of medical examination(s);
- e) Documentation of reference checks;
- f) Letter(s) of appointment
- g) Personal information (next of kin, emergency contact numbers, special needs and/or circumstances, etc);
- h) Leave application and permission letters;
- I) Copies of performance evaluation
- j) Copies of training and development plans;
- k) Copies of certificates, results of training and development activities, citations, awards, etc;
- l) Record of changes in salary, benefits and allowances.
- m) Copies of any disciplinary actions against the employee;

## 2.2 MAINTENANCE OF RECORDS

- i) All employee records are to be kept in the Human Resource Division of the Ministry or Department under conditions which ensure security and protection from hazards (water, fire, etc).
- ii) Any change in the employee's status must be duly

## HR And You:

### Staff Orders for the Public Service:

#### EMPLOYEE RECORDS

employee's file. Supervisors shall ensure that all letters, memoranda, and documents related to an employee are sent to the Human Resource Division for inclusion in the employee's file;

- iii) Employees are to be notified of the addition of any and all new information/documents to their files.
- iv) Employees shall ensure that their records are kept current by notifying the HR Division, in writing of any changes in circumstances such as academic achievements, change of address, marital status, next of kin, beneficiary, etc;
- v) Any addition of information/documentation to the file by an employee must be done through the appropriate authority in the Human Resource Division;
- vi) The removal of any information/documentation from the file, by an employee, can only be done through, and with the permission of the appropriate authority in the Human Resource Division;
- vii) An employee's file shall not be removed from the HR Division except by authorized officers and with the permission of the Permanent Secretary/Head of Department.



We welcome your input, please submit your articles and feedback to:

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Deadline: May 31, 2016