

APEX Staffing Service

The Apex Gazette

Summer is Here

Special points of interest:

- Summer
- Timeliness
- Infection Control
- On the Lighter Side

Those hot California days (and nights) are right around the corner. This time of year normally represents our busiest time. Please contact the Apex office with your time off requests as soon as you know. Because available shifts have at times been few and far between, we want to make sure that any hospital requests for shifts are filled right away. If we have too many requests for time off at the same time we may need to ask that you reschedule your days off to accommodate our customers. We will make every effort to grant your requests because we know how important it is to be able to enjoy vacations. The sooner we

know about your request the easier it will be for us to find a replacement. Have a great Summer. And stay cool!



Don't Be Late!

It is important that you show up to your shift at the scheduled time. Some of the facilities that we staff have off site parking that require a shuttle or very long walk to the main campus. At some facilities you have to "check out" scrubs for your shift which can take time to

take care of. Keeping this in mind, if you are scheduled to begin your shift at 0800, please allow ample time for parking, dressing, etc. Too many tardies can result in a DNR at that facility. Because you represent Apex, it sheds a negative light on the whole company if you

are repeatedly late. If you are having trouble with morning traffic or some other situation is keeping you from arriving on time, call the Apex office immediately so we can contact the facility.



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the

president, or an editorial. You can also profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re

trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you

can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



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ApexStaffing Service.com

**Regular Business Hours
8:00-4:30
Monday—Friday**

**Phones are forwarded to the person on call
after hours and on weekends.
In the event of an emergency, please call
the Apex office.
909-941-0267**

10134 Sixth Street Ste A
Rancho Cucamonga, CA 91730
Phone: 909-941-0267
Fax: 909-941-0296
E-mail: ApexStaffingService@verizon.net

Infection Control & Injury

We are proud to report that the incidence of needle sticks reported by Apex employees thus far this year is Zero! We have all become very safety conscious. We are no longer re-capping needles. Doctors, Nurses and Techs work together to keep an eye on the surgical field to make sure that no one is in harms way. Sharps are being disposed of in the proper receptacle and sharps containers are in reach so we don't have to walk any distance to properly dispose of our sharps. We are wearing our protective apparel,

scrubs, gowns, gloves, masks and eye protection.

Our annual testing modules go over hazardous materials, infection control and sharps safety. Please refer to these modules if you are unclear of proper protocol. The Apex office is always available for any questions that you may have.



On the Lighter Side

One afternoon, I was in the backyard hanging the laundry when an old, tired-looking dog wandered into the yard.

I could tell from his collar and well-fed belly that he had a home. But when I walked into the house, he followed me, sauntered down the hall and fell asleep in a corner. An hour later, he went to the door, and I let him out. The next day he was back. He resumed his position in the hallway and slept for an hour.

This continued for several weeks. Curious, I pinned a note to his collar: "Every afternoon your dog comes to my house for a nap."

The next day he arrived with a response pinned to his collar: "We have ten children - he's trying to catch up on his sleep."

