

# MEMO

To: TBRHSC Directors, Managers, and Coordinators

From: Lisa Beck, Director Trauma Program, Critical Care, Emergency, Respiratory Services & Nurse Led Outreach Team (NLOT)

Date: January 25, 2021

**RE: Announcement: Administrative Assistant, Critical Care & Respiratory Services**

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I am pleased to announce that **Lori Kaluzny** will assume the role of Administrative Assistant (AA) supporting the Leadership Team within the Critical Care and Respiratory Services portfolio, effective January 25, 2021.

Lori will report to the Director of Trauma, Emergency & Critical Care Services and provide support to the manager and coordinators in the Critical Care, Regional Critical Care Response (RCCR) Program and Respiratory Department.

Lori has several years of experience as an AA working at the Northern Ontario School of Medicine (NOSM) and at Mount Royal University in Calgary. Lori obtained her Business Diploma at Confederation College and has completed several continuing education certificates including project management, emotional intelligence, and event planning.



Lori will be working part-time filling Hope Vis's maternity leave and can be contacted at (807) 684-6693, via email at [kaluznyl@tbh.net](mailto:kaluznyl@tbh.net) or on GroupWise Messenger. Please update your contact and distribution lists accordingly.

Please join me in welcoming Lori to her new role at TBRHSC!