EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 2/2/16

**AGENDA**

**Jan/Feb 2016**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
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| TECHNICAL | ***Chemistry******Hematology******Blood Bank******Central Process/******TechStaff*** | **Remember: Acetaminophen MUST be calibrated daily. The on board stability is only 8 days.****Reminder: You only have to run FLU controls ONCE per day. Not for every patient. If controls were run earlier in the day, you do not have to run another control. It is the same as HCGs.****There have been quite a bit of clerical errors with UA. PLEASE make sure you check the result slip with what is in the computer BEFORE you verify. We are still working on getting the Clinitech interfaced, but for now, BE CAREFUL when documenting results.****Data still being reviewed by Dr. Arguello. Estimated ‘Go Live’ date is middle of March. Dr. Arguello agrees with not using the Start 4 as a backup, we should send specimens to the main campus as our backup. She will discuss it with Sasha and a final decision will be made.****New Sysmex instrument, installation completed, validations ongoing, training to continue.****New freezer to be delivered around 2/4/16. Aramark will come to tag. Validation needed before use.****New process to assist with am phlebotomy. Vanessa will work with EMCP CP Supervisor to schedule 3rd phleb. When necessary**  |  |
| QUALITY PROGRAM | Inspection and Accreditation | * **MTS system, explaination**
* **Continuing Ed-We will have the 3 credit continuing ED power point again in 2016. Use the link to put your results in the computer.**
* **All Staff are required to perform annual competency and pass the test with 80% or above.**
* **You will now be responsible to perform your own competency**
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| SCHEDULE ISSUES | Training | * **As of today, we are now fully staffed**
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| OPEN POSITIONS |  | **The following positions have been approved:** **Lab - Open Requisitions OPEN REQS. – EMCP/EP****12030 21404-Supv-General Clinical Supervisor - Microbiology replacing John Passick. Lisa Provost will be interim****12192 21400-Medical Secretary: II Medical Secretary - Pathology replacing Barbara Eissles Day HIRED EXTERNAL CANIDATE****\*\*21406 Lab Technologist - FT-night shift replacing Deenen Taylor-Martinez postion posted****21406 Lab Technologist-FT night shift replacing Nana Degraft (Nana’s last day is 12/18/15) postion posted****12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka Day**  **21412-POCC (Point of Care Coordinator) Laboratory –replacing Peggy Wachowski Day**  |  |
| HUMAN RESOURCES  | Hospital Attendance Guidelines | Current Attendance guidelines:Each supervisor/QA manager will be closely and consistently monitor all employees adherence to time and attendance policies. 1. Four (4) or more unscheduled episodes of absence in any six (6) month period.2. Three (3) or more unscheduled episodes of absence in a six (6) month period occurring before or after scheduled days off, or on weekends.Two (2) further unscheduled episodes of absence within the three(3)Months immediately following the issuance of a performance accountability document related to attendance.4. Lateness or early departure four (4) or more times in one month, or seven (7) or more times during any six (6) month period.5. Two (2) or more unscheduled episodes of absence before, after and/or on a legal holiday in any twelve (12) month period* **New Attendance Policy as of Jan 1, 2016. Point system in place**
* **Watch your punch in and punch out times.**

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| MISCELLANEOUS/ Studer | Standards of BehaviorPositive IntentionsBIOMED/ARAMARKPhonesPapers BooksAdministration | **No new ones for this year yet.****Review of last year’s Standards of behavior: See print out located on the ‘Standards’ Board**Always have your co-worker’s back.**ARAMARK** **THE PHONE NUMBER IS 1-800-272-3553**Staff should **NOT** be utilizing their Cell Phones at your work benches, on Einstein phone lines for personal calls, reading newspapers, television or reading books (not related to your work area). These items should be utilized on your break and/or lunch period. Susan Bernini is retiring at the end of June. Beginning July 1, Ruth Lefton will replace her at EMCP. Om Smith has been promoted to EP’s COO, also beginning July 1. |  |
| SAFETY |  | * **Continue to wear all appropriate Protective Equipment, do not prop doors open and keep boxes at least 18 inches from ceiling no boxes stored on Floor and keep all Sharp box lids closed when not in use.**
* **No food or drink allowed in the laboratory at any time. Discard these items in employee lounge.**
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| KATHY’S KORNER |  | **Please feel free to play with the STAGO. i.e. load reagents, QC, etc. You want to keep your competency up.** |  |