EINSTEIN MEDICAL CENTER-HISTOLOGY

subject: HISTOLOGY Monthly Meeting

ATTENDEES: Re, Wanda, Debbie, Brian, hugh, Lauren, Riptee, Debra, Karin, Thi ,suresh,sheila,paule,chi

date: 2.5.16 10:30AM

**AGENDA**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
| --- | --- | --- | --- |
| TECHNICAL | Cutting FS slides for IF  Covering benches  IHC | Process improvement for workflow and TAT  We will resume running H. Pylori in am | Brian is cutting FS slides for IF when ordered. Histology techs will be his backup. We can still cut skins for Dr. Minimo How is this going  Please review the monthly schedule when posted  There will be 2IHC runs daily. Should we have two peole scheduled? |
| Scheduling | **Philadelphia Sick Law** | . **Any issues with the new Philadelphia sick law?** | Any questions? Time keepers will enter new codes in Kronos. There is a bank. SS will be tracked. |
| QUALITY PROGRAM | Maintenance | Remember to fill out all maintenance form daily. Eyewash , temps, etc.  Putting quality issues in Vantage | Taking temperatures daily is very important. Please fill in all dates on a daily basis. Not doing so will put on your performance log.  A quality issue report can be pulled up in vantage. Please remember to put in quality issues when grossing, embedding and cutting. |
| INVENTORY | Weekly inventory | Watch your inventory on all benches. | Store room looks great. God job to those that decluttered it. |
| HOSPITAL INFO/ HUMAN RESOURCES | **Vacancies** | **The following positions have been approved:**  **The following positions have been approved:**  **Lab - Open Requisitions OPEN REQS. – EMCP/EP**  **11667 21420-Per Diem-Tech Lab Technologist Elkins Park replacing Lionel Ney HIRED EXTERNAL CANIDATE Shehu, Julinda**  **12030 21404-Supv-General Clinical Supervisor - Microbiology replacing John Passick. Lisa Provost will be inteirum**    **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**    **21412-General Supervisor-FT dayshift EP replacing Vanessa Rawlings awarded to internal canidate Peggy Wachowski**  **12192 21400-Medical Secretary: II Medical Secretary - Pathology replacing Barbara Eissler Day OFFER PENDING**  **21420-Laboratory Clerk-Elkins Park replacing Shana NewKirk HIRED EXTERNAL CANIDATE Jimenez, Emily Marie**  **12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka Day**  **21412-POCC (Point of Care Coordinator) Laboratory –replacing Peggy Wachowski Day**    **REMINDER WHEN AN EMPLOYEE CALLS OUT THEY SHOULD NOTIFY THEIR SUPERVISOR AND THE REASON WHY THEY ARE CALLING OUT SHOULD BE GIVEN FOR DOCUMENTATION REASONS.** |  |
| OTHER | **VANTAGE** | How is the process going. Any gliches | Roche/vantage team has been here twice to followup. Grossroom still experiencing glitches. working with Roche to resolve |
| Open discussion | Breaks and lunch | timing | Please be aware of what is happening before you leave the work area. There is a 15 min. break allowance and 45min lunch allowance. Any questions? |