EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 6/23/2016

**AGENDA**

**May/Jun 2016**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
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| TECHNICAL | ***Chemistry******Hematology******Blood Bank******Central Process/******TechStaff*** | **New info:*** **Make sure you perform a Microscopic on UA/w Microscopic even if it is all negative. This is part of the report.**
* **Our new QA monitor for the TAT on Troponins and BNPs from the ED has gone from 50 mins to 45. This is monitored overall and each individual shifts.**
* **HIV/Gilead grant extended to EP campus**

**Updates:*** **Keep in mind, we are running controls every 8 hrs. (6a, 2p, 10p) This should be in conjunction with the Coag controls.**
* **New Online ordering will begin July 5. Let us know if you do not understand the process. Although most ordering is done on the day shift, everyone must be knowledgeable about the process.**
* **When sending CBCs to EmCP, use “Aemc Ssmex Pendig”, not “AEMC Sysmex 1”**
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| QUALITY PROGRAM | Inspection and Accreditation | **Reminder:*** **Check your MTS log. If you have not taken any tests or reviewed procedures, this will reflect your upcoming performance evaluation. All Staff are required to perform annual competencies and pass the test with 80% or above. You will now be responsible to perform your own competency. Start gathering your test system results so you can be set when it’s your month.**
* **Procedure reviews will be due in Aug 2016. Reviews are done every 2 years.**
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| SCHEDULE ISSUES | Training | * **Ilene Astra is joining us as a diem Tech for mostly 2nd and 3rd shifts. She begins 7/18/16.**
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| OPEN POSITIONS |  | **The following positions have been approved:** **Closed Positions*** **21404-FT-Lead tech Microbiology-replacing Lisa Provost Awarded to Kim Toms**
* **21402-PRN-Lab technologist replacing Dan Nguyet Awarded to external Chizoba Agoguba start date June 6, 2016**
* **Req 13238-21406-PT with no benefits-21406 Evening shift-Replacing Phoung Nguyen REPOST Awarded to Jenny Van Mersbergen**
* **Req 13771- 21406-Lab PRN technologist replacing John Ekpe-variable shifts between second and third-Awarded to Jose Ramirez-To be trained in Blood Bank and Hematology, start date July 18th**
* **Req 13811 21406-Lab Tech Night 75 EMCP replacing Anisha Patel-Awarded to Samantha Hayes, start date July 18th**
* **Req 13442 21410-PRN Blood Bank technologist-Variable shifts-replacing Ashton Chevalier-Awarded to Cholette Hunt start date July 18th**
* **Req 13271 21406-Lab Tech Night 75 EMCP replacing Lisa Frisco-Awarded to Lisa Cruz, start date July 18th**
* **Req 12978- replacing Shiji Johnson-Lab Technologist - PRN - Elkins Park position-Awarded to** **Ilene G Astra external-Start date July 18th**

**Open Positions*** **Req 12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka**
* **Req 13271 21406-Lab technologist Night 75 EMCP replacing Duena Hicks**
* **Req 13770- 21402-Lab PRN technologist replacing Christine Eagle**
* **Req 13782-21404-Lab Tech Dayshift 75 EMCP replacing Kim Toms**
* **Req 13942-21406-Lab Tech Evening Shift-Replacing Violetta Vrujia-(Hematology and Blood Bank) 70 hrs.**
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| HUMAN RESOURCES  | Hospital Attendance Guidelines | **PLEASE REMEMBER THESE 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*** **Watch your punch in and punch out times.**
* **150th Anniversary Thank you-There will be a 1% increase to base salary for eligible employees, effective August 7th. This is in addition to the 2% pool increase after the pay for performance goes into effect. The 2% increase will be effective June 26th and appear on the July 14th paycheck. If you are an employee, who is at the top of your pay range at the time of the salary increase and meet eligibility criteria, you will receive a one-time bonus rather than an increase. In addition, the increase will not affect an employee’s healthcare premiums for 7/2015 to 6/2017-**

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| MISCELLANEOUS/ Studer | Standards of BehaviorPositive IntentionsBIOMED/ARAMARKPhonesPapers BooksAdministration | **Standards of behavior: 5/10 rule coming back beginning July****Always have your co-worker’s back.****ARAMARK** **THE PHONE NUMBER IS 1-800-272-3553**NA |  |
| 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.**
* **Check the schedule for the Lab Safety inspection to see when you are scheduled.**
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| KATHY’S KORNER |  |  |  |
| QUALITY FOOD FOR THOUGHT |  | **Do you think it is better to be Committed or Compliant?****Which one are you?** |  |
| STOP LIGHT REPORT |  |  |  |