EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: July 22, 2016

**AGENDA- May-July Minutes**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| Blood bank issues/discussion. | 1. Blood bank Team
 | * Questions?
* Concerns?
* Phone etiquette
* OR tracking form
* What would you like to tell physician/nurses about blood bank if you had the chance?
* Error correction-Re-write
* SOP review process-what do you think?
* Trauma swipe-100% ☺
* ARC online ordering
 | * **KTR continues to order wrong: Please make copies and put in supervisor’s mailbox.**
* **Continue to document the turn-around time for OR crossmatches.**
* **There will be an audit for everyone to participate in to monitor other employee’s phone etiquette.**
* **Staff is being told to wait for trauma specimens when reporting to traumas: Pettina is working with the ED to eliminate this as our purpose is to supply blood, -pending**
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| ADMINISTRATIVE- HUMAN RESOURCES | 1. Vacancies
 | **OPEN POSITIONS**1. **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-Startdate 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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| QUALITY | 1. Inspection & Accreditation
 | * + **CAP window opens January 2017**
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| EMPLOYEE ISSUES/ Competency | 1. EMCP-employees due for competency
 | Competencies DUE- July* Annie Dinh
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| HUMAN RESOURCES  | 1. Disciplinary Action/FMLA
 | * Cup of coffee conversations-after 2-3 infractions (i.e. not performing QC)
* First infraction-improvement conversation
* 1st step
* 2nd step
* Decision making day
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| HOSPITAL NEWS | 1. **Overtime**
2. **Pharmacy hours**
 | * **Employees must complete a Voluntary Overtime Acknowledgment Form for each voluntarily worked shift that they accept that is outside of the agreed to, predetermined and regularly scheduled work shift. (Appendix A). Managers must retain the completed Voluntary Overtime Acknowledgment Form for three (3) years**. **Sheets will be located by the schedules in a separate bin.**
* **Pharmacy hours for employees are extended from 7am-7:30pm (M-F).**
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| SAFETY |  |  |  |
| STUDER | 1. AIDET
2. COMMUNICATION Boards
 |  |  |
| ATTENDANCE  | GUIDELINES | * **Attendance guidelines**

Each supervisor/QA manager/Lead technologist 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 |  |