EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 8/23/2016

**AGENDA**

**Jul/Aug 2016**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
| --- | --- | --- | --- |
| TECHNICAL | ***Chemistry******Hematology******Blood Bank******Central Process/******TechStaff*** | **Reminders:*** **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.**

**Updates:*** **Keep in mind, we are running controls every 8 hrs. (6a, 2p, 10p) This should be in conjunction with the Coag controls.**
* **Our new QA monitor for the TAT on Coags from the ED has gone from 50 mins to 45. This is monitored overall and each individual shifts.**
 |  |
| 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 Dec 2016. Reviews are done every 2 years.**
* **Evals coming due by 9/20**
* **FTEs: Make sure you leave on time as scheduled.**
* **Lab LEM Goals FY17: Troponins, MRSA,**
* **Vanessa’s LEM Goals FY17: 80% or above of staff to read MTS material within month given**
* **We will be inspected by Sasha sometime between Sept and Nov. Please make sure everything is signed and up to date.**
 |  |
| SCHEDULE ISSUES | Training | * **Ilene Astra is training**
 |  |
| OPEN POSITIONS |  | **The following positions have been approved:** Open Positions* Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka
* Req 13770- 21402-Lab PRN technologist replacing Christine Eagle

 Req 13770-21402-Lab pRN technologist replacing Phong Nguyen-40hrsClosed Positions* Req 13782-21404-Lab Tech Dayshift 75 EMCP replacing Kim Toms-Awarded to Emily Duchensky
* Req 13942-21406-Lab Tech Evening shift 75 EMCP replacing Violetta Vruja-(Hematology and Blood Bank) 70 hrs-Awarded to Phong N
* Req 13953- 2140-Lab PRN Lab Tech replacing Jenny Van Mersbergen-Awarded to external Lourdes Santiago
 |  |
| 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.**  |  |
| 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.**
 |  |
| KATHY’S KORNER |  | **If you see something that is empty, please refill it, or call maintenance** |  |
| QUALITY FOOD FOR THOUGHT |  | **Do you think it is better to be Committed or Compliant?****Which one are you?** |  |
| STOP LIGHT REPORT |  |  |  |