EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: September 28, 2016

**AGENDA**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
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| Blood bank issues/discussion. | 1. Blood bank Team | * Questions? * Concerns? * Phone audit * New and Revised sop list on board * Reviewing sops * New shipment stickers-attached * Stop light report? | * **Trauma sop being revised.**   **It will state: “Blood bank staff will not wait solely for a specimen when reporting to traumas.”**  **\*Please wait for sop review for details.\***   * **Always use sound judgment when reporting to traumas.** * **Do not allow anyone to force you to make decisions that you know as a blood bank professional can cause the patient harm.** * **Always remember that you can call your blood bank supervisor when in doubt.** |
| ADMINISTRATIVE- HUMAN RESOURCES | 1. Vacancies | **OPEN POSITIONS**  **Open Positions-**  **• Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka**  **• Req 13770- 21402-Lab PRN technologist replacing Christine Eagle**  **• Req 14421-21406-Lab PT technologist replacing Phong Nguyen-40hrs**  **Closed Positions**  **• Req 13782-21404-Lab Tech Dayshift 75 EMCP replacing Kim Toms-Awarded to Emily Duchensky**  **• Req 13942-21406-Lab Tech Evening Shift-Replacing Violetta Vrujia-(Hematology and Blood Bank) 70 hrs.-Awarded to Phong N**  **• Req 13953-21406-PRN Lab Tech-Replacing Jenny Van Mersbergen-Awarded to external Lourdes Santiago** |  |
| QUALITY | 1. Inspection & Accreditation | * + **CAP window opens January 2017**   Staff will be given the checklist  Some staff will review data for errors |  |
| EMPLOYEE ISSUES/ Competency | 1. EMCP-employees due for competency | Competencies DUE- September   * Nitin Patel-done * Theresa Bui-done |  |
| 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 |  |
| 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).** |  |
| SAFETY |  | **NO FOOD OR DRINKS IN THE LAB** |  |
| STUDER | 1. AIDET 2. COMMUNICATION Boards | *Integrity-See attached* |  |
| 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 |  |
|  | Zika Testing | **NOTE:** The following information pertains only to EMCP/EMCEP patients.  I. For inpatients (and outpatient clinics in Klein building):  1) The ordering clinician will review the Zika Virus Testing Guidance form and algorithm which will be available on the E-Net to determine if the patient meets criteria for Zika virus testing.  2) The ordering clinician will contact the PA Department of Public Health at 1-877-PAHEALTH or the Philadelphia Department of Public Health 215-685-6742. The Department of Health will review the patient information and determine whether or not the patient meets criteria for testing.  3) The clinician must complete the Zika virus laboratory submission form which must be sent along with the specimen. The Zika Virus Laboratory Submission Form will also be available on the E-Net. Samples will not be accepted by the laboratory without a completed form. |  |