EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 10/27/16

**AGENDA**

**Sep/Oct 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.** * **TAT for ED Troponins for Sept overall was 89% (We should be at least 88%)**   **Day shift: (88%); Eve shift (91%); Night shift: (84%)**   * **TAT for ED BNP overall 85% (We should be at least 88%)** * **TAT for screen 8 overall, 94%**   **Updates:**   * **Keep in mind, we are running controls every 8 hrs. (6a, 2p, 10p) This should be in conjunction with the Coag controls.** * **TAT for ED Coag 91% (Goal is 95%)** * **TAT for other depts Coag 92% (Goal is 90%)**   **Phlebotomy feedback will be given monthly for rejected specimens** | **TAT could be due to ED Lab labels.**  **Night shift could be due to Maintenance. We will evaluate next month’s data.** |
| 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.** * **FTEs: Make sure you leave on time as scheduled.** * **We will be inspected by Sasha sometime between Nov 1. Please make sure everything is signed and up to date.** |  |
| SCHEDULE ISSUES | Training | * **Looking for a replacement for Terry** |  |
| OPEN POSITIONS |  | Open Positions-Share with staff   * Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka * Req #-21412-PRN Central Processing Clerk replacing Christine DelCotto * Req #-21412 Replacing Dunja Djordjic * Req #14698-21404-Lab technologist replacing Maria Torres-75 hrs. 12-8pm-Awared to Debbie Pommels. Debbie will move to this position once her position has been filled * Req #14697-21404-Lab technologist replacing Michelle Mckenna-64hrs * **Req#-21420-PRN-Lab technologist replacing Terence Loughran** |  |
| 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 Behavior  Positive Intentions  BIOMED/  ARAMARK  Administration | **Standards of behavior: AFFINITY**  **Always have your co-worker’s back.**  **ARAMARK :THE PHONE NUMBER IS 1-800-272-3553-**John is no longer with Aramark. Another person has been offered the position and is pending   * Groupwise will be goting to OUTLOOK beginning 11/14/16. 11/11/16, groupwise will be down for the transformation. * Healthy Steps: need to complete by 11/30 * Healthcare Literacy Business Training..TBA.. All employees MUST attend * FLU shots must be done and put in computer by Nov 15 * Media lab is a new way to review procedures. To begin 1/2017 |  |
| 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.** * **Fire Safety coming in Nov/Dec** |  |
| 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 |  |  |  |