EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: December 23, 2016

**AGENDA**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.** | 1. Blood bank Team
 | * Questions?
* Concerns?
* Level 1 employees: If in state of emergency + call out = no pay
* Social media- Be cautious about posting negative thing about your job.
* Einstein health portal
* Trauma blood labeling- How is this done
* Trauma verification updates?
* Labeling of blood by blood bank staff is a requirement NOT an option
* New Cushions-Blood Bank Only
* Micro wave cover -keep clean

 | * **You are always welcome to email or call me for any questions or concerns if you do not see me in person.**
* **Med techs are Level 1 employees which means, if the city calls an emergency you should not call out because you will not be paid. Please try to come in early.**
* **Social media- Be cautious about posting negative things about your job. Basically, don’t do it!**
* **Einstein health portal is located on the E-net for your convenience**
* **All blood products must be labeled by a blood bank tech at ALL times.**
* **Trauma blood: One patient ID label is placed on the paper tag and the other on label on the paper tag. Do not place labels on the unit itself.**
* **New Cushions-Blood Bank Only**
* **Micro wave cover -keep clean**
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| **ADMINISTRATIVE- HUMAN RESOURCES** | 1. Vacancies
 | Open Positions-Share with staff* Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka
* 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#14989-21404-Lab technologist replacing Deborah Pommels-Awarded to external Aileen Chua
* Req #14697-21404-Lab technologist replacing Michelle Mckenna-64hrs-Awarded to internal Duanea Hicks
* Req#-21420-PRN-Lab technologist replacing Terence Loughran
* Req#-21400-FT Administrative Coordinator replacing Sharon Shavro-Sharon will remain as a PRN employee
* Req #21406 PRN night shift
* Req # 21406-PRN night shift
* Req #-21420-Lab Clerk replacing Amy Green-PRN
* Req #21406-Lab technologist replacing Shiji Johnson
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| **QUALITY** | 1. Inspection & Accreditation
 | * CAP Window opens Jan 2017
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| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * Jenny 2nd 6mth
* Linnette- done☺
* Binitha -done ☺
* Kelly H- Done☺
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| **Employee Recognitions** |  |  |  |
| **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** |  | **NO FOOD OR DRINKS IN THE LAB** |  |
| **STUDER** | 1. AIDET
2. COMMUNICATION Boards
 | Each week, you will receive an email highlighting one of the Standards of Behavior that you can put into action.The Einstein Code of Conduct focuses on five areas: Respect, Empathy, Responsibility, Affinity, and Integrity. Our Standards of Behavior outline how employees can put our Code of Conduct into practice. |  |
| **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 |  |