EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 12/27/16

**AGENDA**

**Nov/Dec 2016**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
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| 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 Oct and Nov overall was 85% (We should be at least 88%)**
* **October: Day shift: (65%); Eve shift (96%); Night shift: (82%) TAT for ED November Day shift: (72%); Eve shift (91%); Night shift: (95%)**
* **TAT for ED BNP Oct overall 83%, Nov overall 73%,**

**(We should be at least 88%)*** **TAT for screen 8 overall, Oct and Nov 93%**

**PLEASE KEEP AN EYE ON THE TAT. If there is a problem during a shift, let me know so I can document it.****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%)**

**Please review the Form for Transfusion reaction** **Phlebotomy feedback will be given monthly for rejected specimens. For Oct, there was 1 hemolyzed, clotted, and QNS specimen from our phlebotomists. In Nov there was one QNS from our phlebotomist. Our goal is “0” (zero). Please make sure all collections are optimal.** |  |
| 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 are due in Dec 2016. If you have not reviewed and signed off, please do so immediately.**
* **FTEs: Make sure you leave on time as scheduled.**
* **Our CAP window opens Jan 8. Let’s be ready as they can come in anytime before April 8**
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| SCHEDULE ISSUES | Training | * **Shijii has rejoined the EP Lab staff as a Per Diem, replacing Terry**
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| OPEN POSITIONS |  | 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 Duena Hicks
* Req#-21420-PRN-Lab technologist replacing Terence Loughran Awarded to Shijii Johnson
* 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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| 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/ARAMARKAdministration | **Standards of behavior: AFFINITY** **Always have your co-worker’s back.****ARAMARK :THE PHONE NUMBER IS 1-800-272-3553-****The new Aramark Tech is Brando Alton** * OUTLOOK is now our source for emails. Please check you emails when you come in every shift.
* Media lab is a new way to review procedures. Training has begun. The H drive for procedure review will be going away as of Jan 1, 2017. To begin 1/2017
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| 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 training is almost complete. Please make sure you have done the ‘Walk Thru’ and the Fire extinguisher test**
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| KATHY’S KORNER |  | **Please let us know when we are running low on any supplies.****If you open the last box, bottle, etc. of reagents, controls, etc. please let Kathy of Vanessa know right away, especially if a weekend or holiday is coming up.** |  |
| QUALITY FOOD FOR THOUGHT |  | **Do you think it is better to be Committed or Compliant?****Which one are you?** |  |
| STOP LIGHT REPORT |  |  |  |