



EINSTEIN MEDICAL CENTER HOSPITAL LABORATORIES

CAP WINDOW JAN 8TH-APRIL 8TH

DEPARTMENT: HEMATOLOGY DEPARTMENTAL MEETING AGENDA

ATTENDEES: DAVID HINKLE

DATE: JANUARY 27, 2017

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
TECHNICAL HEME	<ol style="list-style-type: none"> 1. Cellavision 2. Inspections 3. MCV Delta 4. Media Lab 5. Biennial Procedure 6. Sp10 troubleshooting 7. Cytospin slides 	<ul style="list-style-type: none"> • Cellavision-We will begin Re-training and move forward with the interface without platelet estimate. PLT est to be added once new driver in Cerner is installed. • CAP window is open January 8, 2017 and closes April 8, 2017. <ul style="list-style-type: none"> ○ Please make sure that all reagents are properly labeled, and that all paperwork is initialed. ○ Use proper PPE, including safety goggles when uncapping specimens. ○ Check areas for cleanliness including the hallways by the store rooms. ○ All job aids (not Document controlled are to be disposed of prior to window opening) • Make sure all med training assignments are completed • Media Lab is live 1-2-17. No policies are available on the H drive. Training should be completed if you have not completed training please contact Jennifer or myself to schedule time prior to working after 1-31-17. In June 2017 no paper manuals will be in the lab. Please sign up if you have not completed the training already. • Biennial Procedure review. Each procedure binder will have all changes that have been made in the past two years. Each tech will need to sign off all 6 books on this document for CAP compliance. Sheets are hanging on the white board. • If the slidemaker stainer is not staining properly troubleshoot and document. Do not turn it off and leave for the next shift. • Cytospin slides: Prior to performing differential scan cytospin at 10X. Review cytospin quality as well as presence of clusters of possible malignant cells. If there is increased artifacts or RBC's impeding differential dilute the specimen and repeat process. One slide should be made and reviewed. If two slides are made both must be scanned. 	<ul style="list-style-type: none"> • Procedure for BF to be updated to include Manual stain as backup.

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
General Hematology Updates	<ol style="list-style-type: none"> 1. Cleanliness 2. Lunches and breaks 3. Restocking bench 4. Reagent receipt 5. Inventory 6. Maintenance logs 	<ul style="list-style-type: none"> • Please maintain a clean work area. • Lunch times- Dayshift please follow the posted schedule. You may switch with another bench if it is agreed upon by both parties but you must go in their scheduled time slot. • If you receive reagents, please use the log book over the clean sink. Also make sure reagents are being put in the storeroom/ proper refrigerator and initial the sheet indicating you put reagents away. • If you see we are running low on supplies, please continue to notify myself or Ashley. • Maintenance and logs continue to be an issue. All paperwork has been consolidated to make it easier. Make sure to properly document all maintenance as well as corrective actions this is important the inspectors can come at any time. 	<ul style="list-style-type: none"> •
Goals	<ul style="list-style-type: none"> • Hematology Goals • Administration Goals 	<p>GOALS FOR OUR DEPARTMENT INCLUDE THE FOLLOWING:</p> <ul style="list-style-type: none"> • Goals for Hematology Department • ED Coag TAT – Target 90% RESULTED WITHIN 45 MINUTES • Stat Coag (Hospital) TAT – Target 90% RESULTED WITHIN 55 MINUTES • ED CBC Stat TAT – Target 90% RESULTED WITHIN 45 MINUTES • Stat CBC (Hospital) TAT – Target 90% RESULTED WITHIN 55 MINUTES • Stat Hepnomo TAT – Target 90% RESULTED WITHIN 50 MINUTES • Stroke Stat CBC TAT- 92% RESULTED WITHIN 30 MINUTES • Stroke Stat Coag TAT- 92% RESULTED WITHIN 30 MINUTES • Correlation of Body Fluid to Cytology – Target 100% CORRELATION • Critical Results Called – 100% COMPLIANCE WITHIN 60 MINUTES • Corrected Reports – 98 % COMPLIANCE • CAP – 100% COMPLIANCE • Admin Goal: Tracking ER cancellation times. ER specimens should be cancelled within 60 min of receipt. 	
EMPLOYEE ISSUES/ Competency	<ol style="list-style-type: none"> 1. Competency 	<ul style="list-style-type: none"> • You are responsible to provide the lead tech/supervisor with all necessary documentation for your competency the month it is due. • Lead techs will provide unknown specimens. Please complete the tests ASAP for time sensitive specimens. • Competency form is available on the bottom shelf by the schedules. • If you are over 60 days non-compliant you cannot be scheduled in the overdue department and must complete ASAP. • If you are unsure what should be included please see me and I can provide an example. 	<ul style="list-style-type: none"> • Can employee use PTO if not allowed to work due to overdue competency? Can you use PTO for when you are non-compliant? -NO

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
HOSPITAL NEWS	<ol style="list-style-type: none"> 1. Overtime Approval 2. Overtime forms 3. Healthcare Business Briefing 4. Benefit improvements 5. W2 	<ul style="list-style-type: none"> • Supervisor's approval required prior to working over your scheduled time. This includes 15 minutes. Approval also required for missed meals. You need to request approval prior to staying/ missing a meal. • 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). For those of you that are helping pick up shifts please remember to complete the voluntary overtime form. • Healthcare Business Briefings: All staff are required to attend the Healthcare Business briefings. • Please review attached Memo or pay for performance increases, holiday premium pay, health benefits. • Electronic W2 available on prism- see attached memo 	<p>you may work a department you are cross trained in and work on completing the section you are past due.</p> <ul style="list-style-type: none"> • Staff requested a checklist of what is needed.
SAFETY	<ol style="list-style-type: none"> 1. What to do if you develop Influenza or GI symptoms 	<ul style="list-style-type: none"> • Please review the attached memo from HR regarding the Flu/GI protocol • Employees with the following flu-like symptoms should not report to work <ul style="list-style-type: none"> ○ fever (T° > 100.0° F) and a cough or sore throat • Employee with the following GI symptoms should not report to work <ul style="list-style-type: none"> • Unexplained vomiting and/or diarrhea 	
HUMAN RESOURCES	<ol style="list-style-type: none"> 1. Open Positions Vacancies 2. Closed Vacancies 	<p style="text-align: center;"><u>Lab – Open Requisitions OPEN REOS. – EMCPEP</u></p> <p>Open Positions-</p> <ul style="list-style-type: none"> • Req#-21420-PRN-Lab technologist replacing Terence Loughran • Req # 21406-PRN night shift • Req #-21420-PRN Lab Clerk replacing Amy Green • Req #21406-Lab technologist replacing Shiji Johnson • Req # 21406-PRN Tech replacing Dueana Hicks 	<ul style="list-style-type: none"> • PRN to train in 1 core lab department.

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
		<ul style="list-style-type: none"> • Req #-21404-PRN replacing Carmalita Dennis • Req #-21404-PRN replacing Karen Hendricks • • Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka-Awarded to Pettina Walton start date 2-19-17 • Req#-21400-FT Administrative Coordinator replacing Sharon Shavro-JB applied. Sharon will remain as a PRN employee to provide training-Awarded to internal Janice Baker-start date 1/22/17 • Req #15549 replacing D. Achuff awarded to internal (EMCM) J. Dominigue-start date 2/5/17 • Req #21406 PRN night shift-offer extended to external candidate. 	
Studer	<ol style="list-style-type: none"> 1. SLR 2. Studer 	<ul style="list-style-type: none"> • What tools do you need to do your job? • We are working on an appreciation/recognition initiative. Dan from micro has been working on the recognition board in the hallway between core lab and Admin offices. • New postings on the Studer board: <ul style="list-style-type: none"> ○ Einstein offering HIV screening to the uninsured ○ September 2016 ACT 87 all Pa physicians must offer Hepatitis C screening for individuals born between 1945 and 1965. ○ Internal customer satisfaction survey. Scores improved to 90% satisfaction. Tower 8 noted things were getting better. • 2017 pillar goals are posted • Bathrooms are now unisex. 	<ul style="list-style-type: none"> • Need more gloves
Administrative policy review	<ol style="list-style-type: none"> 1. Cell Phone policy-A0181 2. Lab PTO 3. Call out before or after a holiday 	<ul style="list-style-type: none"> • Cell phone usage is unacceptable in the lab during work hours • Submission date of February 28th for personal time off from April 1st through September 30th. • Submission date of August 31st for personal time off from October 1st through March 31st. • If you call out before or after a legal Holiday, you will not be paid for the holiday. 	<ul style="list-style-type: none"> •

Einstein Healthcare Network

Memorandum

To: Einstein Healthcare Network Employees

From: Patrice Haverstick, Associate Vice President of Human Resources

Date: December 27, 2016

Subject: Benefit Improvements

We have made several pay increases across our network for specific positions in recent months. We also have introduced benefit improvements, including the pediatric healthcare enhancement that begins January 1, 2017. I'm pleased to announce additional improvements to Einstein's benefit programs.

These new changes include the following improvements:

Benefit	Change
Health Benefits	Effective July 1, 2017 coinsurance for the Personal Choice Basic Benefit Plan network benefit will change from 40% to 30%.
Holiday Premium	Starting in 2019 employees who work Christmas Eve and New Year's Eve will receive a holiday premium starting for hours at 7 pm.
PTO	You will receive one additional PTO day if you joined Einstein on or after September 1, 2003.

We have long believed that Einstein employees should be treated equally, and we remain committed to providing comprehensive, market-competitive compensation, including wages and benefits. We will continue to review our compensation relative to the area market and make further changes as necessary.

Thank you for your ongoing commitment to provide safe, quality care and service to our patients and visitors in their time of greatest need.

Best wishes for safe, happy holidays.



Memorandum

DATE: January 1, 2017
TO: All AEHN Entities
FROM: Gerard F. Blaney, Vice President for Finance
SUBJECT: CHANGE IN MILEAGE REIMBURSEMENT RATE

*Gerard Blaney
12/29/16*

Effective **January 1, 2017 through December 31, 2017**, AEHN has amended the mileage reimbursement rate cited in the Network Travel Policy #A0008.2 on Personal Automobile Usage. This rate is being changed to the mileage rate as allowed by the Internal Revenue Service.

AEHN employees who submit eligible mileage expenses, and receive the appropriate approvals for reimbursement, will receive **53.5 cents per mile**. If you are not sure if this policy pertains to you, please check with your department administrator.

Please pass this information along to all employees who may be impacted by this change.

Thank you



To: All Einstein Employees

From: Jerry M. Zuckerman, MD
Chief Quality and Patient Safety Officer

Re: What to Do If You Develop Influenza or GI Symptoms

Date: January 5, 2017

At Einstein we are committed to preventing the spread of influenza or GI infections to our patients, our visitors, our families and one another. I would like to provide you with some important reminders about symptoms and what to do should you become ill.

Employees Who Become Ill

Please remember that employees who are ill with influenza or GI symptoms must **not** report to work.

- Employees with the following flu-like symptoms **should not report to work**.
 - fever ($T^{\circ} > 100.0^{\circ} F$) and a cough or sore throat
- Employee with the following GI symptoms **should not report to work**
 - Unexplained vomiting and/or diarrhea

Call-Out Procedures

- If you are ill and need to call out from work, you must follow the normal call-out procedures for your department. At this time, we believe it is important to ask our employees to provide information on unscheduled absences with specific symptoms to assist us in our infection prevention and staffing efforts.
- The Centers for Disease Control consider certain individuals –such as those over age 65, pregnant women and those with a chronic medical illness – to be at a high risk for developing flu-related complications. If you are in one of these groups and develop flu-like symptoms, we encourage you to consult with a healthcare provider.

Illness at Work

- If you come to work ill or develop flu-like/GI symptoms while at work, you will not be permitted to work. You will be given a surgical mask and sent home.

Return to Work Clearance

- If you have exhibited the symptoms of influenza (a fever of 100.0 **with either** a cough or sore throat), you may return to work after being fever-free for 24 hours without the use of antipyretic medications/fever-reducing medicines, such as Tylenol® (acetaminophen), aspirin or Motrin® (ibuprofen).
- Employees with GI symptoms may return to work 48 hours after symptoms resolved.

Other Concerns

- If you have no influenza symptoms but a member of your household does, you may come to work but should monitor your temperature twice a day for seven (7) days.
- For those employees who have been granted accommodation/exempted from receiving the flu vaccine, the requirement to wear a surgical mask has been initiated. Please remember that you must wear a mask throughout the flu season whenever you in a patient care area, for your own safety and that of our patients
- Temporary staffing employees, contractors, students and volunteers, etc. with influenza symptoms will not be permitted to work. They may return to work after being fever-free for 24 hours without the use of antipyretic medications/fever-reducing medicines, such as Tylenol® (acetaminophen), aspirin or Motrin® (ibuprofen).
- Employees with family members who have GI symptoms should practice diligent hand hygiene and should not come to work if they start to experience vomiting or diarrhea.
- As caregivers we must continue to provide care to our patients and ourselves by following necessary precautions to prevent the spread of illness.

If you have any questions, please contact your manager or Human Resources Service Specialist.

Thank you.

Electronic W-2's & 1095-C

Einstein Healthcare Network is required by the IRS to furnish all employees with a form W-2 for each calendar year. The form W-2 and form 1095-C details the employee's compensation and tax withholding amounts for the year. You must "OPT IN" by using Einstein Healthcare Network Document Self Service in Prism. If you have "Opted IN" in previous years, action is not necessary to receive them electronically when they become available January 26th. If you choose to "OPT out", the printed W2's and 1095-C will not be mailed out until January 31st the IRS deadline to have them in the mail.

Benefits of Receiving Form W-2 and Form 1095-C Electronically

- Online delivery provides access to the W-2 and 1095-C statements earlier than the traditional mail process
- Online delivery eliminates the chance that the W-2/1095-C statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it
- Access is available at the same secure Web site at which an employee can access wage and direct deposit information.
- Employees can retrieve their W-2/1095-C statements through Einstein Document Self Service
- Employees can print multiple copies at their convenience
- Employees are contributing to cost savings (forms, printing and postage expense) for the Network

Federal regulations require that employees give their consent to receive the W-2 and 1095-C via electronic format. Once consent is given it carries forward each year and does not need to be repeated. The process for requesting the electronic version is quick and easy. Just follow these steps:

- Log on to PRISM
- Select **Employee Self Service**
- Select **Pay**
- Select the **EHN Document Self Service**
- Under **My Delivery Settings section**
- Select **W-2**
- Select click here to get authorized
- Read the compliance Message
- Select **Print Test**

- Select "Tax document in PDF format" the sample W-2 will be displayed on the screen.
- Click the printer icon to print the sample W-2. The sample W-2 will be printed.
- Exit out of the sample tab
- Answer the question "Were you able to print it successfully"
- Select ***I agree***
- Select ***Submit***

You will receive confirmation via e-mail that you authorized to receive your W2 via Einstein Healthcare Network Document Self-Service.

Repeat the above steps and Select ***1095-C***.

You must agree to receive your 2016 W-2 online, and give your consent by January 16th, 2017.

The process to view and print the electronic version is simple. Just follow these steps:

- Log on to PRISM
- Select ***Employee Self Service***
- Select ***Pay***
- Select the ***EHN Document Self Service***
- Under ***View my Documents section***
- Select ***My W-2 or 1095-C***
- Select "magnifying glass" for the year that you want to print

Should you have any questions or needs assistance in registering, please contact Payroll at 215.465.2800 or Einstein_Payroll_Off@einstein.edu.

ALBERT EINSTEIN HEALTHCARE NETWORK

Supersedes		No. HR124
No. NEW	POLICY AND PROCEDURE	Eff. Date: 9/24/2007
Dated:	MANUAL	Page: 1 of 4

DEPARTMENT: Human Resources

**SUBJECT: Premium Pay for
Legal Holidays**

I. PURPOSE

The purpose of this policy is to communicate the terms and conditions of pay when an employee works a legal holiday observed by the Network.

II. POLICY

Einstein observes six legal holidays per year. When an employee does not work on the legal holiday, they may be paid for the legal holiday using their Paid Time Off bank as outlined by Policy HR123 - Paid Time Off. When an employee works on the legal holiday, they are eligible for premium pay as outlined by this policy.

III. ELIGIBILITY

All regular non-exempt full-time or part-time employees who are scheduled to work on a legal holiday will be eligible for premium pay. Some per diem employees may also be eligible based on their current rate structure. Per diem employees should check with their department managers regarding eligibility. Temporary employees are not eligible.

IV. DEFINITIONS

A. Paid Time Off Policy - is the policy that outlines Paid Time Off. All regular employees who are scheduled to work 40 hours bi-weekly or more are eligible for payment of time not worked on a legal holiday by applying PTO time as outlined by the Paid Time Off Policy.

ALBERT EINSTEIN HEALTHCARE NETWORK

Supersedes		No. HR124
No. NEW	POLICY AND PROCEDURE	Eff. Date: 9/24/2007
Dated:	MANUAL	Page: 2 of 4

DEPARTMENT: Human Resources

**SUBJECT: Premium Pay for
Legal Holidays**

- B. Paid Time Off – is payment when an employee schedules and is approved for an absence from work or is absent due to a legal holiday observed by the Network. In the case of regular evening and night shift PTO pay includes shift premiums. An employee on rotating shifts shall be paid at the day rate. PTO time is accrued bi-weekly on the first full pay period of employment after hire and for each pay period thereafter. PTO encompasses time off for employee vacations, personal reasons and legal holidays.
- C. Regular, Straight Time Pay – The base hourly pay of an employee appropriate to the time of day work is performed.
- D. Legal Holiday – The legal holidays observed by the Network include:
 - 1. New Year's Day
 - 2. Memorial Day (last Monday in May)
 - 3. Independence Day
 - 4. Labor Day (first Monday in September)
 - 5. Thanksgiving Day (fourth Thursday in November)
 - 6. Christmas Day
- E. Observed Legal Holiday – When a legal holiday falls on a weekend it is observed on the preceding Friday or following Monday.

V. LEGAL HOLIDAYS OBSERVANCE

- A. When a holiday falls on a weekend, certain departments may close on the observed legal holiday.
- B. When a legal holiday occurs on a Saturday, the preceding Friday is the observed legal holiday. When the legal holiday occurs on a Sunday, the following Monday is the observed legal holiday.
- C. No department may be closed in observance of the legal holiday or the observed legal holiday without prior approval of the appropriate Administrator.

ALBERT EINSTEIN HEALTHCARE NETWORK

Supersedes		No. HR124
No. NEW	POLICY AND PROCEDURE	Eff. Date: 9/24/2007
Dated:	MANUAL	Page: 3 of 4

DEPARTMENT: Human Resources

**SUBJECT: Premium Pay for
Legal Holidays**

VI. PAY FOR WORKING LEGAL HOLIDAYS

A. When the actual legal holiday is worked:

1. Eligible non-exempt employees shall be paid at a rate of time and one half of the assigned shift's regular straight time pay for hours worked on the actual legal holiday. This premium pay applies to the actual legal holiday and not the observed legal holiday.
2. Non-exempt employees whose hours of work on a legal holiday cause them to be eligible for overtime pay shall be paid at a rate of time and one half of the assigned shift's regular base straight time pay.
3. Exempt employees shall be paid at the appropriate regular straight time pay for hours worked on legal holidays.
4. Non-eligible and temporary employees shall be paid at the appropriate regular straight time pay for hours worked on legal holidays.

B. When an eligible employee is scheduled off on a legal holiday, the employee shall be paid using PTO time if available in the employee's PTO bank as outlined by Policy HR123 - Paid Time Off.

VII. LEGAL HOLIDAYS AND ABSENCES

- A. If an employee is scheduled off on a legal holiday and is absent without prior approval from their scheduled shift prior to or after the legal holiday, the employee is not eligible to be paid for the unscheduled absence using time from his/her PTO bank. If the absence is due to illness, the employee may be required to provide a physician's note/certification in order to receive sick pay for the day of absence. The unscheduled absence will be counted as an incident under Einstein's Standards of Attendance. Two or more unscheduled episodes of absence before, after and/or on a legal holiday in any twelve-month period will be determined excessive as outlined by Einstein's Standards of Attendance.
- B. An eligible employee who is scheduled to work on a legal holiday and is absent without prior approval on the legal holiday is not eligible to be paid for

ALBERT EINSTEIN HEALTHCARE NETWORK

Supersedes No. NEW Dated:	POLICY AND PROCEDURE MANUAL	No. HR124 Eff. Date: 9/24/2007 Page: 4 of 4
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DEPARTMENT: Human Resources

**SUBJECT: Premium Pay for
Legal Holidays**

the legal holiday that was not worked either by using time from his/her PTO bank or sick bank. The unscheduled absence will be counted as an incident under Einstein's Standards of Attendance. Two or more unscheduled episodes of absence before, after and/or on a legal holiday in any twelve-month period will be determined excessive as outlined by Einstein's Standards of Attendance.

- C. Please see Policy HR123 – Paid Time Off for more information related to Paid Time Off usage.

VIII. RELATED POLICIES

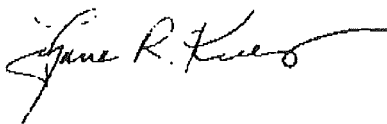
- A. HR123- Paid Time Off
B. HR052 – Sick Time

APPROVED:



DATE: 09/24/2007

APPROVED:



DATE: 09/24/2007

To be reviewed annually.

Einstein Healthcare Network

Memorandum

To: Eligible Einstein Employees

From: Patrice Haverstick, Associate Vice President of Human Resources

Date: December 28, 2016

Subject: 2017 and 2018 Pay for Performance Increases

As previously announced last week by Barry Freedman, in July 2017 and July 2018 we will provide a pay for performance increase to our eligible employees and managers as a way of recognizing and thanking you for your continued hard work and dedication to our patients.

The pay-for-performance pool will be **3.0%**. This means that the average of ALL employee increases throughout the Einstein network will be **3.0%**. Each employee's specific, actual pay increase will depend upon their performance rating and where their current salary is in relation to the pay range for their job.

Eligibility Criteria

To be eligible for this salary increase, an employee must be a regular employee¹ who is not covered under an employment agreement or a collective bargaining agreement, and must meet the following requirements:

- Received an overall rating of "Meets Requirements" or "Outstanding" on the most recent performance review
- Be aligned with Einstein's Code of Conduct as reflected on the employee's most recent performance review
- Is current with all compliance requirements
- Any employee who received a rating of "Development Required" or "Unsatisfactory" for either their overall performance evaluation rating or Code of Conduct section rating will not be eligible for an increase.

¹ Regular employee does not include employees who are not actively working while they are receiving Long Term Disability payments or Worker's Compensation payments. Their salary increases or bonuses, as applicable, are paid upon return to active status. Regular employee does not include Per Diems, Temporary Employees, contractual employees and those covered by other compensation agreements. Regular employee also does not include those employees in certain grant-funded positions.

Employees who are at the top of their pay range at the time of this salary increase and meet all other eligibility criteria will receive a one-time bonus rather than an increase to their pay. Employees at the top of their pay range who received a "Meets Requirements" rating will receive a \$500 bonus. Employees at the top of their pay range who received an "Outstanding" will receive the *greater* of a \$600 bonus or up to 3% of their base pay.

The compensation of employees covered by collective bargaining agreements will continue to be governed by those agreements and these increases will not apply to them.

We have been working hard for many months to raise the competitiveness of the pay we provide. The pay for many positions in the area market has risen quickly. As you know, we are committed to providing fair, market-based wages and benefits. We believe these changes will help to properly position us in the marketplace, and provide proper recognition for all that you do.