EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: January 31, 2017

**AGENDA**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.** | 1. Blood bank Team
 | * Questions?
* Concerns?
* Benefit Improvements- an additional PTO day if you’ve been here between a certain time period.
* Pay for performance 2017-2018
* What are some things you think we can improve on?
* 2 heterozygous K-cells or 1 homo required to r/o

 | 1. **Pettina will make a chart that will be used to document when EPs are activated and then canceled. These appear to be EPs that are not needed and instead, emergency release blood should have been activated.**

**\*NOTE: Make sure you explain to the nurse or physician that they can have emergency release blood. They may think that EP is their only option. If they insist on EP, you must activate it.**1. **Capital budget request:**

**-Cell washer****-Another specimen centrifuge****-Copier**1. **A more defined and detailed disaster plan will be developed. The plan will propose to have blood bank staff stay in the blood bank at all times for disasters and regular trauma.**
2. **2 heterozygous K-cells or 1 homo required to r/o**
3. **Miller Keystone is our secondary supplier. If ARC cannot supply us when we are in need of products, please see the posted Miller Keystone flyer posted for the number.**
4. **Blood bank has a master list of forms. It is located on the book shelf across from Supervisor’s office. Please MAKE copies do not write on any copies from that binder.**

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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-Pettina Walton applied
* Req#-21420-PRN-Lab technologist replacing Terence Loughran
* Req#-21400-FT Administrative Coordinator replacing Sharon Shavro-JB applied. Sharon will remain as a PRN employee for a couple of months-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
* Req # 21406-PRN night shift
* Req #-21420-Lab Clerk replacing Amy Green-PRN
* Req #21406-Lab technologist replacing Shiji Johnson
* Req # 21406-PRN Tech replacing Dueana Hicks
* Req #-21404-PRN replacing Carmalita Dennis
* Req #-21404-PRN replacing Karen Hendricks
 |  |
| **QUALITY** | 1. Inspection & Accreditation
 | * CAP Window opens Jan 2017
 |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * NA
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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
 |  |
| **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 sche\duled 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 |  |