EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 2/16/17

**AGENDA**

**Jan/Feb 2017**

| **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 getting better. IT was contacted to see what is the problem with the labels.** * **Check the QA data on the board in the room outside Kathy’s office**   **PLEASE KEEP AN EYE ON THE TAT. If there is a problem during a shift, let me know so I can document it.**  **New PT reagent put on. The Geo mean is now 13.1**  **Please review the Form for Transfusion reaction**  **Please make sure you get 2 -4 pt satisfaction forms each day, especially on PAT days.** |  |
| QUALITY PROGRAM | Inspection and Accreditation | **Reminder:**   * **Check to see if you have MTS or Medialab assignments daily, or every time you work. This will keep me from hunting you down to review something. 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.** * **FTEs: Make sure you leave on time as scheduled.** * **Our CAP window is open. Let’s be ready as they can come in anytime before April 8.** * **CAP inspectors can ask you questions at any time during their inspection.**   **They may follow a specimen from entry to resulting.**  **Make sure you have Lab coats and gloves on.**  **Utilize the eye wear if any pour over is necessary.**   * **Please know what GPS, Pillar goals and AIDET stand for. Admin could come in and ask you at any time. You can take them to the board outside the lab.** * **Medialab is to go paperless. The goal is June 2017** |  |
| WHAT’S NEW?? |  | * **Check out the new Employee Recognition Board** * **In the back, above the Cryo instrument is a Continuing Education board. Please look at it from time to time** * **Training program is coming (For FT or PT only)** * **W2s are available electronically** * **PSN/DDR, follow up will occur. Let me know if you do not receive a follow up.** * **Please watch your cell phone usage in the lab. If you need to take a call or make one, step out of the lab.** * **Even with the increased TAT for Flu, Dr. Miick is not going to go back to the rapid Flu test. EMCP patients have to wait longer too because the test is 90 mins long.** * **Capital is coming. We have put in for the following:**   **UA instrument (to be interfaced)**  **Bariatic Phlebotomy chair, ergonomically sufficient**  **2 Phlebotomy carts**  **Microscope or Heme**   * **Patient Safety Fair is coming to the Café March 15 from 11 -2 pm. The lab may have a table. Stay tuned** |  |
| SCHEDULE ISSUES | Training | * **A new phlebotomist/clerk will be starting shortly** * **We need to be conscience of our time. If you stay over 1 hour, you must fill out a OT form.** * **New location for schedules – Current month is by the bathroom.**   **New month is by the schedule calendar** |  |
| OPEN POSITIONS |  | **Open Positions-Share with staff**   * Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka-**awarded to internal Pettina Walton-start date 2/19/17** * **Req#14391**-21420-PRN-Lab technologist replacing Terence Loughran **awarded to internal Shiji Johnson** * **Req #15393**-21420-Lab Clerk replacing Amy Green-PRN-**Pending reference check on Lyrika Smalls** * **Req#15685**- Medical secretary II replacing J. Baker 21400-FT * **Req #15355**-21406 PRN night shift**-Awarded to external Jonathan Lam-start date 3/6/17 HEME ONLY** * **Req #15354** 21406-PRN night shift-**Waiting for final update from Priscilla regarding Chizoba** * **Req # (waiting for req #)** 21406FT-Lab technologist replacing Shiji Johnson * **Req #15656** 21406-PRN Tech replacing Dueana Hicks * **Req #15577**-21404-PRN replacing Carmalita Dennis * **Req #15655**-21404-PRN replacing Karen Hendricks * **Req #15806**-21410-General Lab Supervisor Blood Bank replacing Pettina Walton |  |
| 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-**  **The new Aramark Tech is Brando Alton** |  |
| 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.** |  |
| 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 |  | **Still waiting on the water cooler** |  |