EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: april 13, 2017

**AGENDA**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.** | 1. Blood bank Team
 | * Questions?
* Concerns?
* Opening story -Einstein’s Mission (going above and beyond): ***With humanity, humility and honor, to heal by providing exceptionally intelligent and responsive healthcare and education for as many as we can reach.***
* Blood bank errors for March (DAT’s resulted as negative)
* Employee Engagement -posted on board
* Stay current: Check “to do” list on media lab at least weekly

 | **The YELLOW packet will be given to you for the computer crossmatch training on Monday 4/17/17.** **Once you have read the procedure and taken the quiz, give to your lead tech for training.****This is due 5/1/17. It is your responsibility to go to your lead tech to be trained by the deadline.** |
| **ADMINISTRATIVE- HUMAN RESOURCES** | 1. Vacancies
 | Open Positions-Share with staff* **Req # 15930** 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
* **Req# ()**-21404-PRN Med Tech-replacing Chizoba Stake
* **Req# ()**-21406-FT Med Tech-replacing Atkia Abdullah
* Req# -21406-PRN Med Tech replacing Nana Degraft
* Req#-21400-FT-Histotechnologist replacing Paule Cham
 |  |
| **QUALITY** | 1. Inspection & Accreditation
 | * CAP Window is open until April 7, 2017
 |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * Courtney Le
* Vesna D
* Chris l
* Chloe Hunt
 |   |
| **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. |  |
| **EMPLOYEE RECOGNITION** |  |  **DON’T FORGET TO VOTE VOTE!!** |  |
| **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 |  |