EINSTEIN MEDICAL CENTER-ELkins Park

subject: Monthly Meeting Elkins PArk

date: 4/28/17

**AGENDA**

**Mar/Apr 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. We need to keep an eye on PT/PTT**
* **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. Doing better for the FY 3rd Qtr** |  |
| 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.**
* **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**
* **In the back, above the Cryo instrument is a Continuing Education board. Please look at it from time to time**
* **New location for schedules – Current month is by the bathroom.**

 **New month is by the schedule calendar** |  |
| WHAT’S NEW?? |  | * **Check out the new Employee Recognition Board**

**Kathy was our March EOM. Nicole was our April EOM*** **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.**
* **Budget for Capital is going on now. So far we will probably be approved for the following:**

**UA instrument (to be interfaced)****Bariatic Phlebotomy chair, ergonomically sufficient****Microscope for Heme (It may come from the Chairman’s fund.)** |  |
| SCHEDULE ISSUES | Training | * **Welcome Lyrika who finished training 4/2017**
* **\*\*\*We need to be conscience of our time. If you stay over 1 hour, you must fill out a OT form. Also watch incidental OT.**
 |  |
| OPEN POSITIONS |  | **Open Positions-Share with staff*** **Req # 15930** 21406FT-Lab technologist replacing Shiji Johnson-Awarded to external Peter Zagoreos start date 4/17/17
* **Req #15656** 21406-PRN Tech replacing Dueana Hicks
* **Req #15577**-21404-PRN replacing Carmalita Dennis Awarded to external Julie Andrews start date 4/17/17
* **Req #15655**-21404-PRN replacing Karen Hendricks- Awarded to external Josette Gustilo start date 5/15/17
* **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- Awarded to external Phuong Troung start date 4/17/17
* Req# -21406-PRN Med Tech replacing Nana Degraft
* Req#-21400-FT-Histotechnologist replacing Paule Cham
 |  |
| 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**  |  |
| 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.**
* **Please keep the coolers off of the floor**
 |  |
| 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****Contacted facilities Mgnt about getting the lab painted.** |  |