EINSTEIN MEDICAL CENTER-ELkins Park

subject: **Monthly Meeting Elkins PArk**

date: 6/15/17

**AGENDA**

**May/Jun 2017**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **DISCUSSION** |
| --- | --- | --- | --- |
| TECHNICAL | ***Chemistry******Hematology******Blood Bank******Central Process/******TechStaff*** | **Reminders: PLEASE KEEP AN EYE ON THE TAT. If there is a problem during a shift, let me know so I can document it.*** **TAT for ED Troponins. We are tracking <45 mins**
* **Check the QA data on the board in the room outside Kathy’s office**
* **Don’t forget to document calibrations for Abbott in binder. Some Techs are not following the procedure for this.**
* **If qc is out, you MUST troubleshoot prior to running patients. Check the L/J chart to see if a shift is happening. It may indicate service is needed.**
* **TAT for ED PT INR and Hospital Hep Nomos. We are tracking <45 mins**

**NA*** **Please make sure you get 2 -4 pt satisfaction forms each day, especially on PAT days.**
* **DO NOT disconnect the scanner.**
* **Scan patient scripts DAILY**
 |  |
| QUALITY PROGRAM | Media Lab/MTSCompetencies | **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.**
* **\*\*Policies and Procedures are going paperless July 5 2017**
* **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.**
* **Check the QA data on the board in the room outside Kathy’s office**
* **FTEs: Make sure you leave on time as scheduled.**
 |  |
| WHAT’S NEW?? |  | * **Check out the new Employee Recognition Board**
* **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. Budget has been cut drastically. Unfortunately, we are no longer getting a UA instrument (to be interfaced)**

 **But we will get a Bariatic Phlebotomy chair, ergonomically sufficient** **Microscope for Heme (It may come from the Chairman’s fund, still in**  **discussion)*** **Effective July 5, 2017 we will have no paper copies of procedures. The reason why is, it’s difficult for leaders to keep track of paper copies and electronic copies. We also run the risk of issues when items are not consistent and the same**
 |  |
| CONTINUING ED | Training | * **Check the back board for Continuing ED opportunities**
* **Formaldehyde Con ED on Med Training Due by**
* **Mandatory Power Point Continuing ED will be due in August. Stay tuned**
 |  |
| OPEN POSITIONS |  | **Open Positions-Share with staff*** **Req #15656 21406-PRN Tech replacing Dueana Hicks**
* **Req #15806-21410-General Lab Supervisor Blood Bank replacing Pettina Walton**
* **Req# ()-21404-PRN Med Tech-replacing Chizoba Stake**
* **Req# -21406-PRN Med Tech replacing Nana Degraft**
* **Req#-21400-FT-Histotechnologist replacing Paule Cham-awarded to Audrey Vaughn**
* **Req#-()-21402-FT Medical technologist replacing Lisa Cruz (not approved yet)**
* **Req#-()-21402-FT Medical technologist replacing SAMANTHA HAYS (not approved yet)**
 |  |
| SCHEDULE ISSUES |  | **There are still some staff members who have not signed up for Holidays. Please remember as Per Diems, you are to work (2) holidays per year.**  |  |
| 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.**  |  |
| **ADMINISTRATION** | Power Outage**BRIGHT IDEA TO REDUCE WASTE****Good News section****HLA Lab at EMCP will move to the lab** | **The reason was water got into two transformers which caused the issue.****The leader needs to discuss with staff to see if they have any feedback.****See ‘Making the Rounds’ located on the board outside of Kathy’s office****The HLA lab located in Paley 3 will be moved to the Tower Building Ground floor. The HLA lab will be incorporated in the lab department.**  |  |
| **MISCELLANEOUS** |  | **ARAMARK :THE PHONE NUMBER IS 1-800-272-3553-****The new Aramark Tech is Brando Alton**  |  |
| **STUDER** | Standards of BehaviorPositive Intentions | **Please know what GPS, the six Pillar goals, and AIDET stand for. Know how the lab is involved. Admin could come in and ask you at any time. Quick hint: You can take them to the board outside the lab.****The Lab will adopt a standard what do you think ours should be?*** **10/5 Rule (use pleasant tone of voice, eye contact, and if appropriate smile)**
* **Blameless apologies (Recognize the need to apologize without assigning blame)**
* **Positive Intentions (Do not use phrases, “it’s not my job, or I don’t know, get help, follow-up)**
* **Want A.D.D.S (ask for help, describe the situation, describe everything you’ve done to address the situation, solve the challenge together)**
* **Receiving feedback gracefully**
 |  |
| **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 don’t think you are being picked on if you have to perform another CAP/State Survey. We get a lot during this period and we only have a few Techs to perform the tests. Thank you for your cooperation.** |  |
| **QUALITY FOOD FOR THOUGHT** |  | **Do you think it is better to be Committed or Compliant?****Which one are you?** |  |
| **STOP LIGHT REPORT** |  | **A color printer** |  |
| **BIRTHDAYS/ CONGRATS** |  | **HAPPY BIRTHDAY*** **Julinda – May 11**
* **Shijii – May 20**
* **Stephanie – June 9**

**CONGRATS*** **John – EOM for May**
* **Rho – EOM for June**
* **Kathy – Milestone for 40 years of service (combined)**
 |  |