EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: October 26, 2017

**AGENDA \*standing items**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.****September & October****Vacancies** | 1. Blood bank Team
 | 1. **Questions?**
2. **Concerns?**
3. **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.***
4. **Blood bank Errors-September: Resulting wrong blood Types-Why? What do you think would prevent this?**
5. **PSN reports**
6. **Employee Survey Results**
7. **Deviation form SOP Form -see attached**
8. **ARC circular location [AABB standard] - Cabinet with binders over bench**
9. **Vision service directions: Posted in blue**
10. **BB Frig removal- will not be replaced**
11. **Partnership to expand and enhance breast health centers in the Philadelphia area.**
12. **Flu Exemption 10/6/17 if you did not want the flu shot.**
13. **Moss re-hab-3rd rehab center**
14. **Healthy steps due by 11/30/17**
15. **Due by 15th of the mth-Staff you would like to recognize-who goes above and beyond**
16. **Due 1st of the month-Vote for Employee of the month**
17. **Nurse rounding- Goal to round 3 nurses per quarter.**
* **Req 17271- PRN Micro-21404-Replacing Mahjoub, Mongi**
* **Req 17270-Lab Tech-21406-Replacing Jenny Van Mersennberger-30hr**
* **Req 16898-PRN STAT Lab-Replacing Maria Torres**
* **Req 17235-PRN Central Processing-21412-Replacing Takira Davis**
* **Req 17271-PRN Central Processing-21412-Replacing Dunja Djorick**
* **Req 16674-Lab tech-21406 Replacing Samantha Hayes-Awarded to external Atikia Abudulla start date 10/16/17**
* **Req 17411-23809-Lead Tech HLA Replacing Kristina Placado**
* **Req #17499-21406-PRN Tech replacing Jonathan Lam**
* **Req #17500-21406 PRN Tech replacing Jose Ramirez**
* **Req #17508-21400 PT-Medical Secretary II-Replacement of Dora Veneziale**
* **Req #17588-21412 PRN- Lab Support Assistant Replacement of Joanne Fife**

Image result for teamImage result for team | 1. **One tube process: If physicians/nurses do not send the 2nd specimen after 4 hours we will revert back to our original trauma procedure using O-cells and A plasma.**

**- Call Pettina if you have questions.****2. Per Dr. Bala. It is no longer necessary to call the pathologist during the NIGHT for preapproval for the deviations from the SOP found on the form itself. - See Form attached below!****Please do the following:****a. Confer with a coworker****b. Use an Emergency release form, both to document and get the MD signature****c. Follow up with a pathologist in the AM.****d. When in doubts, Pettina is available**3. **Blood bank Errors-September: Resulting wrong blood Types-Why? What do you think would prevent this? Always result with tubes in hand, after you enter the reactions please RE-CHECK the tube reactions in your hand to make sure the correct reactions were entered. The blood type automatically pops up so you MUST be careful BEFORE verifying.****4. BB frig will be discarded due to the condition. Pettina will think about replacing it but this may not happen due to the consistent lack or cleanliness.** **5. Please recognize your coworkers for going above and beyond. You can submit to any supervisor by 15th of each mth.****6. Please vote for employee of the month and submit my 1st of each month.**  |
| **ADMINISTRATIVE- HUMAN RESOURCES** | 1. Vacancies
 | **SWAT Report- see below** |  |
| **QUALITY** | 1. Inspection & Accreditation
 | * **AABB WINDOW OPENS IN JAN 2018 ☺**
 |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * Sam- August
 |   |
| **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).**
 |  |
| **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 |  |

