

# EINSTEIN MEDICAL CENTER-BLOOD BANK


SUBJECT: BLOOD BANK

DATE: JANUARY 25, 2018

## MINUTES \*standing items

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
<p>Blood bank issues/discussion.</p> <p>December 2017 &amp; January 2018</p>	<p>1. Blood bank Team</p>	<ol style="list-style-type: none"> <li>1. <b>Questions?</b></li> <li>2. <b>Concerns?</b></li> <li>3. <b>Opening story</b> -Einstein's Mission (going above and beyond): <i>With humanity, humility and honor, to heal by providing exceptionally intelligent and responsive healthcare and education for as many as we can reach.</i></li> <li>4. <b>Blood bank Errors</b>- Couriers vs physicians</li> <li>5. <b>PSN reports</b>-NA</li> <li>6. <b>Vision malfunctions</b>- Anyone can document error on form, call Aramark to log in ticket, call Ortho customer service.</li> <li>7. <b>Deadlines</b>- Be responsible for your deadlines- Don't miss them/ communicate</li> </ol>	<p><b>Q: Do we have to</b> <b>handwrite all the product numbers on each exsanguination slip?</b></p> <p><b>A: It is acceptable to attach a copy of the dispense print out to each yellow copy for each exsanguination pack. This will help us keep track of each pack without spending the vital time handwriting all the information while you could be preparing more blood. Note: the first yellow slip (pack) must be handwritten with the physician's signature. The additional yellow slips can have a dispense print out with it.</b></p> <ul style="list-style-type: none"> <li>• <b>Effective as of 1/29/18 we will always keep 1 ARC platelet box and 1 small ARC RBC box. This way we will always be ready to send Elkins park/another hospital product in emergent</b></li> </ul>

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ADMINISTRATIVE-HUMAN RESOURCES	Vacancies	<p>21400</p> <ul style="list-style-type: none"> <li>Req #17508-21400 PT-Medical Secretary II-Replacement of Dora Veneziale</li> <li>Req#-Replacement of Riptee Thakur</li> </ul> <p>21404</p> <ul style="list-style-type: none"> <li>Req 17271- PRN Micro-21404-Replacing Mahjoub, Mongi</li> <li>Req 17974- PRN Micro-21404-Replacing D'Occhio, Ninamari</li> </ul> <p>21406</p> <ul style="list-style-type: none"> <li>Req #17602-21406 PRN Med Tech replacement of Alexa Martin</li> <li>Req 17270-Lab Tech-21406-Replacing Jenny Van Mersennberger-30hr <b>AWARDED TO HAI NGUYGEN START DATE 1/16/18</b></li> <li>Req 16898-PRN-21406- STAT Lab-</li> <li>Replacing Maria Torres <b>AWARDED TO NADIA NICOLE GOODE START DATE 1/2/2018</b></li> <li>Req #17499-21406-PRN Tech replacing Jonathan Lam-<b>AWARDED TO EXTERNAL (REHIRE) PHUONG NGAN NGUYEN START DATE 2/5/18</b></li> <li>Req #17500-21406 PRN Tech replacing Jose Ramirez</li> <li>Req # 17949 21406 PRN Tech replacing Martina Davis</li> </ul> <p>23809</p> <ul style="list-style-type: none"> <li>Req #17885-23809 FT Transplant Tech replacing Sarah Morris</li> </ul>	<p><b>situations. *See email sent 1/29/18*</b></p> <ul style="list-style-type: none"> <li>Staff if there is something that you feel you need to do your jobs better. Of course notify your supervisors but also use the suggestion box. Continue to submit your request until you are given a reason. Explain why and what your issue is so that an educated decision can be made.</li> <li>It is <b>CRITICAL</b> in blood bank to communicate via <b>TALKING</b> to each other and also through written documentation. Communicate thoroughly!</li> <li><b>When you are beginning your shift, the FIRST thing you must do is find out what is needed to help send the shift before home!!! ASK, LEND A HAND! Do not come in as if you are playing for another team! As you know you are tired at the end of your day and regardless of how it may look at the time that you come in, you have NO idea what that shift had to deal with before you came in. Like I said before give each other the</b></li> </ul>

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		 <p>The top illustration shows a sequence of four black stick figures. The first is on the left, holding a box. The second is walking towards the right, carrying a box. The third is walking towards the right, carrying a box. The fourth is on the right, standing on a stack of two boxes, passing a box to the third figure. Below this is a group of colorful, 3D-style figures holding hands in a circle, representing a team.</p>	<p><b>benefit of the doubt, assume the good in each other. WE ARE ALL PLAYING FOR THE SAME TEAM!</b></p>

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QUALITY	1. Inspection & Accreditation	<ul style="list-style-type: none"> <li>• <b>AABB WINDOW OPENS IN JAN 2018 ☺</b></li> </ul>	
EMPLOYEE ISSUES/ Competency	1. EMCP-employees due for competency	Competencies DUE <ul style="list-style-type: none"> <li>• January 2018: Minh and Peter</li> </ul>	
HUMAN RESOURCES	1. Disciplinary Action/FMLA	<ul style="list-style-type: none"> <li>• Cup of coffee conversations-after 2-3 infractions (i.e. not performing QC)</li> <li>• First infraction-improvement conversation</li> <li>• 1<sup>st</sup> step</li> <li>• 2<sup>nd</sup> step</li> <li>• Decision making day</li> </ul>	
HOSPITAL NEWS	1. <b>Overtime</b> 2. <b>Pharmacy hours</b>	<ul style="list-style-type: none"> <li>• <b>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 scheduled 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.</b></li> <li>• <b>Pharmacy hours for employees are extended from 7am-7:30pm (M-F).</b></li> </ul>	
SAFETY		<b>NO FOOD OR DRINKS IN THE LAB</b>	
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		<b><u>DON'T FORGET TO VOTE VOTE!!</u></b>	•
ATTENDANCE	GUIDELINES	<ul style="list-style-type: none"> <li>• <b>Attendance guidelines</b>            Each supervisor/QA manager/Lead technologist will be closely and consistently monitor all employees adherence to time and attendance policies.           <ol style="list-style-type: none"> <li>1. Four (4) or more unscheduled episodes of absence in any six (6) month period.</li> <li>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.</li> </ol>           Two (2) further unscheduled episodes of absence within the three (3)         </li> </ul>	

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		<p>Months immediately following the issuance of a performance accountability document related to attendance.</p> <p>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.</p> <p>5. Two (2) or more unscheduled episodes of absence before, after and/or on a legal holiday in any twelve (12) month period</p>	