

# 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>	<ul style="list-style-type: none"> <li>• <b>Blood products for transport to another hospital must be given to a "Courier" or an "ARC worker."</b> Couriers and ARC workers will take blood products to another blood bank /transfusion unit as required. Couriers and ARC workers will identify themselves so that you know who they are.</li> </ul> <p><b>Never give blood products to anyone other than a courier or an ARC worker to transport products to another hospital. A physician, nurse, etc.... is NOT permitted to transport blood products to any other facility. Blood products MUST be dispensed from the blood bank where the patient is located.</b></p>

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
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>Q: Do we have to 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 situations. *See email sent 1/29/18*</b></li> <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.</li> </ul>

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
		 <p>The top illustration shows four black stick figures in a line, passing a rectangular box from left to right. The first figure is bent over holding a clipboard. The second figure is walking and holding the box. The third figure is walking and holding the box. The fourth figure is standing on top of the box. Below this is a group of colorful 3D figures (red, blue, green, yellow, purple) holding hands in a circle, representing a team.</p>	<p>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.</p> <ul style="list-style-type: none"> <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>• When you are beginning your shift, the <b>FIRST</b> thing you must do is find out what is needed to help send the shift before home!!! <b>ASK, LEND A HAND!</b> 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 <b>NO</b> idea what that shift had to deal with before you came in. Like I said before give each other the benefit of the doubt, assume the good in each other. <b>WE ARE ALL PLAYING FOR THE SAME TEAM!</b></li> </ul>

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
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>	

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
		<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>	