EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: APRIL 19, 2018

**MINUTES \*standing items**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.****February- April****ADMINISTRATIVE- HUMAN RESOURCES** | 1. Blood bank Team

**Vacancies** | 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. **Elkins Park Emergency- Call Security “Priority” pick up**
5. **PSN reports-NA**
6. **March Expense Report- see posted- Fy18 is coming to a close we are over in salaries in some section and blood products.**
7. **Call outs on the weekend- Must call supv, if call out on weekend you will be assigned another weekend.**
8. **EOC Bulletins- See posted around blood bank**
9. **Expired Anagrams and panels- File in Expired binder**
10. **Internal Customer Satisfaction 2018-posted on board**
11. **Shift report- ARC SDP/RBC boxes here: What does this mean?**

**21400*** **Req #17508-21400 PT-Medical Secretary II-Replacement of Dora Veneziale-AWARED TO KENDRA SEAMAN START DATE 3/19/18**
* **Req#-Replacement of Riptee Thakur**
* **Req #18294-PRN Histotechnologist**

**21404*** **Req 17974- PRN Micro-21404-Replacing D’Occhio, Ninamari**
* **Req#-PRN Micro-21404 replacing Julie Andrews**

**21406*** **Req #17500-21406 PRN Tech replacing Jose Ramirez**
* **Req # 17949 21406 PRN Tech replacing Martina Davis**

**21412*** **Req #-21412 PRN Lab Support Assistant replacing Lauren Dorman**

**23809*** **Req #17885-23809 FT Transplant Tech replacing Sarah Morris AWARDED TO SARAH JAMES START DATE 3/19/18**

Image result for teamImage result for team | Blood bank security- I heard your concerns about the blood bank being more secure. In order for some things to be done I will need to first obtain a quote. Once that is done, depending on the cost I may need to submit it for capital budget for FY20. Per our discussion I will:1. Contact phone person to see if we can get a phone placed outside of the blood bank door.( Reggie 6918). This way if we lock the door ARC can call us to open the door.
2. Get an employee swiper placed outside of the blood bank door.

Each shift must check the waste on the Vision and dump it. This helps the shift following you to get work done more efficiently. **Remember, DO NOT sign off on shift report that you completed a task and did not. That is unacceptable! You are responsible to complete shift report for your shift but if you need to COMMUNICATE with your coworkers on next shift and ask if they can help you complete a task that you could not.** **Specimen Cancellation: Blood bank will continue to reject specimens the same way as trained in blood bank. We will cancel the specimen and the physician will re order. (we can order if the physician sends a specimen without an order, no problem.) Let me know if you have any questions/concerns.**  |
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| **QUALITY** | 1. Inspection & Accreditation
 | * **WE DID WELL! 2 DAY INSPECTION AND ONE NONCOMFORMANCE! -Syringe Labeling Audit conducted as corrective action**
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| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * April- Dang due
 |   |
| **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 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.**
* **Pharmacy hours for employees are extended from 7am-7:30pm (M-F).**
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| **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 |  |