EINSTEIN MEDICAL CENTER-BLOOD BANK

SUBJECT: BLOOD BANK

DATE: AUGUST 17, 2018

MINUTES *standing items

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
Blood bank issues/discussion. **July-August**	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. **Elkins Park Emergency- Call Security "Priority" pick up** 5. **PSN reports** 6. **Label Verify- FDA REPORTABLE- LABEL ALL MODIFIED PRODUCTS <u>BEFORE</u> LABEL VERIFYING!!!!!!!!!!!!!!** 7. **BE NICE, PLEASANT to your TEAM MATES** 8. ***15 min breaks and 45 min lunch- Hospital policy*** 9. **Assist with work until you are off duty (Spin, register, organize blood, etc.…)** 10. **One tube process -adding to Trauma SOP to clear up confusion** 11. **New Shipment QC** 😊 12. **Reagent QC in computer** 😊 13. **Flower Board- Recognized Someone** Sticks in a bundle are **unbreakable** PROJECTMANAGER.COM	• We often get patients admitted who came from Elkins park but the FIN# is not changed, and often the location has changed to EMCP. This makes it difficult to identify if we really have the specimen or not when someone called to see if we have a current type. **When you receive a call for a specimen you must check PPI and ORV. In ORV double click on the current ABSC to see if the testing tech is from Elkins or EMCP. If you see that the tech was from Elkins, check to see if we have the specimen if not REQUEST a new TS.** • **Processing blood from ARC must be done on all shifts. In between testing make it your priority to get the blood processed placed the frig in date order. If there is processing to be done when your shift ends you**

BB STAFF: PKW

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ADMINISTRATIVE-HUMAN RESOURCES	Vacancies	**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**	**must document it on shift report and VERBALLY tell the next shift. Blood should not go through 2 shifts on normal basis. It is not busy most of the time!** • ***15 min breaks and 45 min lunch- Hospital policy*** • **Assist with work until you are off duty (Spin, register, organize blood, etc.…) As part of a team you must perceive that your coworkers have your back and is working to the best of their ability to help you out.**
QUALITY	1. CAP/AABB Inspection & Accreditation	• **CAP Inspection 2019** • **AABB Inspection 2020**	
EMPLOYEE ISSUES/ Competency	1. EMCP-employees due for competency	Competencies DUE • August 2018 – Sam- Done	
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.**	

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		(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		<u>**DON'T FORGET TO VOTE VOTE!!**</u>	•
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	