EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

date: SEPTEMBER 28, 2018

**AGENDA \*standing items**

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

**Vacancies** | * **Questions?**
* **Concerns?**
* **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.***
* **Elkins Park Emergency- Call Security “Priority” pick up**
* **PSN reports**
* **\*15 min breaks and 45 min lunch- Hospital policy\***
* **Hospital Policy to review with Staff: A0170.5 Deadly Weapons**
* **Undetermined Blood type email.**
* **Lead tech’s responsibility-** **assigning work tasks to achieve optimum productivity.**
* **BUDGET- Bear with us. There are ordering restrictions. Please be patient. If for ex: we run out of segment devices, we can use scissors. Please try to use critical thinking through all this.**

Image result for team work quotes**SEE CONTINUING ED BOARD AT THE QUALITY CORNER** | * **Emailed to all staff: A0170.5 Deadly Weapons**
* **Lead tech’s responsibility- assigning work tasks to achieve optimum productivity. Lead techs are representatives of the supervisor.**
* **Read Emailed sent regarding : Undetermined Blood type email.**
* **BUDGET- Bear with us. There are ordering restrictions. Please be patient. If for ex: we run out of segment devices, we can use scissors. Please try to use critical thinking through all this.**
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| **QUALITY** | 1. CAP/AABB Inspection & Accreditation
 | * **CAP Inspection 2019**
* **AABB Inspection 2020**
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| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * August 2018 – Sam- Done
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| **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
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| **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 monitoring 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 |  |