EINSTEIN MEDICAL CENTER-BLOOD BANK

SUBJECT: BLOOD BANK

JUNE **27, 2019**

AGENDA *standing items

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	MINUTES
Blood bank issues/discussion. **May-June2019**	1. Blood bank Team	• **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.* • **PSN reports-** None to Report ❖ **Hospital Policy to review with Staff** ❖ **Pay attention to detail-** Example reading directions (CAP) ❖ Per Ortho, the panel cells must be <u>removed</u> and placed in the frig after <u>each use</u>. DO NOT leave the panel cells on the vision. Reasons include: 1. **Evaporation of panel cells** 2. **Cell hemolysis** ❖ **Boxes for trash-** How should you handle this? -when too busy? -when not busy? ❖ **IQE occurrence reports-** Paper copy + medialab Electronic version ❖ **FOLLOW POLICY!!!-** why? ❖ **What is a Mislabeled Specimen and how do you handle it?** ❖ **What do you do if the physician has stated that a patient is a sickle patient?** • **FDA reportable from 5/14/19** - **Reflex Test called : IFSickleAdd Instruction: This test will show in your Result Entry screen and must be verified. All staff will be trained- Pending**	• **Pay attention to detail when given directions. It can be as simple as, print Cerner results for CAP surveys.** • **Pettina to see if blood bank can stop calling the floors when routine blood is ready. Pettin to discuss with Dr. Bala after determining the issues associated with calling.** ➢ **FDA reportable from 5/14/19** **Reflex Test called : IFSickleAdd** **Instruction: This test will show in your Result Entry screen and must be verified.** **All staff will be trained- Pending** • **Pettina to enter a ticket to see if the XM cannot be resulted if the Reflex test has not been verified. Until I have implemented a fix: For ALL RBC orders Verbal and Paper, you MUST go back and look at the Sickle question in ORV to see if the physician answered "yes" to the sickle question.**

BB STAFF: PKW

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ADMINISTRATIVE- HUMAN RESOURCES	**Vacancies**	It's never what you say, but how you make it sound sincere. Marya Mannes BrainyQuote Before you say something, think how you'd feel if someone said it to you. purehappylife.com	• **Pettina to enter a ticket to change the blood order to state, " Does your patient have Sickle Disease?".** • **You must sign in at the TRAUMA! The swiper is no longer in use. If you forget please email me immediately. If you do not notify me, it will be an occurrence. This is important because trauma committee is documenting us a absent when we do not sign in.**
QUALITY	1. CAP/AABB Inspection & Accreditation	• **CAP Inspection 2019** • **CAP & AABB Inspection 2020**	
EMPLOYEE ISSUES/ Competency	1. EMCP- employees due for competency	Competencies DUE • January 2019 – Minh – pending downtime competency DO	
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**	

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		(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 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	