EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

July 24**, 2019**

**AGENDA \*standing items**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.****May-July 2019****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.***
* **PSN reports- None to Report**
* **Hospital Policy to review with Staff**
* **See Managers Minutes in Binder!**
* **See your supervisor if you would like to know your raise percentage.**
* **Again- what must be done in BB when you identify a mislabeled/wbit??**
* **Tobacco Status due in Redbrick by 12/31/19**
* **PATHOGEN REDUCED PLATELETS- IRR?**
* **Write ups- be detailed**

Image result for how you say it quotesImage result for how you say it quotesSee vacancies at the Quality Corner. | * **Mislabeled / WBIT:**

**Q: What is most important?*** **A: Write an Occurrence Report! This is needed so that I can report the mislabeled at the daily safety huddle.**

**Note: the next step is to write a PSN.*** **Tobacco Status due in Redbrick by 12/31/19- Do this ASAP!**
* **Psoralen Treated Platelets ( Pathogen Reduced Platelets)**

**\* Patients who require irradiated must receive either “ Irradiated” or “ Psoralen Treated Platelets” ONLY!****\* We will be getting mixed inventory for about 1 year therefore you must understand how to utilize Regular SDP, Irradiated SDP, and Psoralen Treated platelets.** * **The Platelet procedure has been revised and there is a short quiz that you must pass in order to sign off on the sop!**
* **You must sign in and write the time when reporting to the trauma bay! You must make your presence known! You are a vital part of the trauma team!! Be professional, confident, and SPEAK UP!**
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| **QUALITY** | 1. CAP/AABB Inspection & Accreditation
 | * **CAP Inspection 2019**
* **CAP & AABB Inspection 2020**
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| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies DUE * Annie Dinh
* Chloe Hunt
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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 |  |