EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

SEPTEMBER 26, **2019**

**AGENDA \*standing items**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.**  **August & September 2019**  Image result for how you say it quotes  **ADMINISTRATIVE- HUMAN RESOURCES** | 1. Blood bank Team   Image result for how you say it quotes  **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- 11 sent out on 8/14/19** * **See Managers Minutes in Binder- Aug 2019 & Sept 2019**   - Magnet Designation Achieved for Nursing  - Einstein Philadelphia’s Emergency  -Tobacco reminder-[Confirm your tobacco-free status](https://urldefense.proofpoint.com/v2/url?u=http-3A__click.get.healthyemail.com_-3Fqs-3D4a41f6a43bced45d5fb2891d7bdd2d2e2681b3fe35c54c2d24707236ef8e9eaa1ea29cc144b3be7840792ec4ceae146d17f8b052d54924f3&d=DwMDaQ&c=oBTAI5CE2UV-51v_P9-Hf4wFIkbNv1Ujin3ok_06xFk&r=Pt8Hg_evl_bAShihvOWbgPTsTTCBPCodk08lNZPMzE4&m=WtOwaf6FfyaoM3F8W0s9fdZYbhyEDG87lwmDiQB5ksI&s=UB_Ven9SLoFGQ9PmhTtx-RJ8ajZ1tASl_blvhj09qL0&e=) (or [complete three tobacco coaching calls](https://urldefense.proofpoint.com/v2/url?u=http-3A__click.get.healthyemail.com_-3Fqs-3D4a41f6a43bced45d7208893461d43388b8c97f51224b3051f1ccd386447d2ca27353365c706e790e314f6df221ebc0f75c33e7bd092574a6&d=DwMDaQ&c=oBTAI5CE2UV-51v_P9-Hf4wFIkbNv1Ujin3ok_06xFk&r=Pt8Hg_evl_bAShihvOWbgPTsTTCBPCodk08lNZPMzE4&m=WtOwaf6FfyaoM3F8W0s9fdZYbhyEDG87lwmDiQB5ksI&s=TvePTeYAWNDoXSMtILGk1SXaY1PvhY09rOStiyN2dYg&e=) by December 31, 2019), to avoid paying a tobacco surcharge beginning in January 2020.- See Smoke Free Map   * **HLA ABO TEST- See BB06-004 ABORH Tube Typing**   **HLA ABO/Rh (A, B, D Forward typing ONLY) typing:**  6.2.1HLA staff will bring a labeled ( **labeled as required per HLA policy**) **YELLOW TOP** specimen to the blood bank for an ABO/Rh Check typing to be performed.  6.2.2 Go to DOE and ADD-ON an “**HLA ABO**” test to the accession number.  6.2.3 Test the specimen as directed per policy. Result the **HLA ABO** in Result Entry.   * **PRISM UPGRADE 9 TO 10- PAY STUBS weekend of 9/20- Looks a little different but the same.** * **Inspection window opens Dec 2019 -See Possible Questions packet.** * **Document ALL EP activations in PPI!** * **Elution ID Resulting- enter specific antibody** * **The results of the May 2019 survey are out!- See Results**   **~Improvement from 2019 Pulse Survey.**  **~How can we keep this up? If you are on the fence ( missed**  **feelings)? Why?**   * **See vacancies at the Quality Corner.** | * **Sickle Cell Question resolution pending Cerner’s investigation on how other hospitals are addressing blood for sickle patients.** * **If the Pathologist on call does not answer (ex: for transfusion reaction and blood is needed) call Pettina.** * **Regarding the 2019 Pulse Survey the blood bank improved since last year. Staff felt that handoff communication to the next shift has improved. Please continue to communicate and show respect to your fellow coworkers. Staff are mostly content with working here.** * **Read and Sign off on the sop: HLA ABO TEST- See BB06-004 ABORH Tube Typing.** * **PRISM UPGRADE 9 TO 10- PAY STUBS weekend of 9/20- Looks a little different but the same.** * **Document ALL EP activations in PPI!- Even if the blood did not go out the door!** * **NO FOOD OR DRINKS IN THE LAB!** |
| **QUALITY** | 1. CAP/AABB Inspection & Accreditation | * **CAP & AABB Inspection- Opens Dec 2019--March 2020** |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency | Competencies Sept DUE   * Lisa Lu |  |
| **HUMAN RESOURCES** | 1. Disciplinary Action/FMLA | * Cup of coffee conversations-after 2-3 infractions (Occurrences) (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).** |  |
| **SAFETY** |  | Related image**NO FOOD OR DRINKS IN THE LAB!C:\Users\WaltonPe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\4B49D86C.tmp** |  |
| **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 |  |