EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

October 24, 2019

**Minutes \*standing items**

| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| --- | --- | --- | --- |
| **Blood bank issues/discussion.**  **October 2019**  **ADMINISTRATIVE- HUMAN RESOURCES** | 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- None to Report** * **\*See Managers Minutes in Binder-** October 21, 2019   New Video Updates from Barry Freedman  If your team members have not yet seen the latest video messages from President and CEO Barry Freedman, encourage them to watch for updates on timely topics related to our organization:   * [**Merger Update: What's the latest timeline?**](https://einsteinconnect.einstein.edu/News/MergerUpdateWhatsthelatesttimeline?id=16&showBack=true&PageIndex=1) * [**Hahnemann Residency Update**](https://einsteinconnect.einstein.edu/news/?nid=637&sid=1) * [**Update on St. Christopher's Hospital for Children**](https://einsteinconnect.einstein.edu/News/StChrisisalocaltreasure?id=16&showBack=true&PageIndex=1) * **\***Equipment down= Occurrence Report and place in my door.   Why?  Image result for how you say it quotes   * **See vacancies at the Quality Corner.**   Image result for how you say it quotes | * Staff voted to have a separate occurrence report for equipment malfunctions only. -Pettina to develop form. * Do not accept products/ PR platelets from ARC unless we need them! If we do not need them ask if they will be on consignment (no charge if not used) * Theresa Bui was recognized by Loretta Hunt for going above and beyond. * The ED has been changing FIN numbers of trauma patients. Blood bank is having to reject the trauma specimens due to this change. Pettina to bring up at the next trauma systems meeting (11/5/19). * Next Standard of behavior is Heart to Heart. * NO EATING 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 Oct Due:   * Dean * Sue |  |
| **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 |  |