EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

May 13, 2020 April & May meeting info

AGENDA \*standing items

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| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| **ADMINISTRATIVE- HUMAN RESOURCES****TECHNICAL BB** | **Administrative****HR**  | **\*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 updates from the Lab- see minutes**
* **\*Hospital Policy to review with Staff- None to Report**
* **\*See Managers Minutes Updates: see minutes**
* **\*NO EATING IN LAB- SIGN OFF ON SA01-003 in medialab by 5/31/20**
* **True mislabeled specimen competency for Blood bank staff -see minutes**
* **BB Meeting format & COVID19: see minutes**

 **Questions? Concerns?*** **Extra PTO Day due to COVID19- see your supervisor for forms. Deadline is 8/31/20**

. | **\*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.***You are all my opening story topic! Thank you for all that you do. I know this is a troubling time and I want to let you know that together we will get through it. I appreciate you and your dedication to Einstein.** 2/27/20- Merger Update-We have received word that the FTC and AG intend to challenge our proposed merger. We are reviewing their complaint and preparing our response. We strongly disagree with their interpretation of the evidence that they have reviewed and of how this merger would impact potential patients.3/23/20- COVID info- revised PPE guidelines -posted on BB54/6/20- New call out process- do survey, PPE.  4/14/20-PTO/Sick Time Update:To maintain our organization’s fiscal health, employees may no longer go into the negative on their PTO and sick time banks. Ensure your team members are aware of the new policy and understand the reasoning behind this change, which was driven by the financial impacts of low patient census and massive growth in COVID-19 related expenses.4/20/20-**New In-House COVID-19 Test Analysis Brings Much Faster Results**Einstein Healthcare Network has obtained an analyzer machine, the M2000 from Abbott, that will bring the COVID-19 testing process completely in-house, marking a major development in our ongoing battle against the pandemic. The story was recently covered by the Einstein *Perspectives* blog. Discuss and celebrate this achievement with the members of your team**. - We are now testing in house!! Thank you Micro staff!**4/24/20-**Einstein in the News**The heroic efforts of Einstein employees on the front lines of the COVID-19 pandemic are being recognized more and more by the media, as shown by an abundance of recent positive news coverage about our organization. Be sure to check out the [Einstein.edu Newsroom](https://www.einstein.edu/news/default.aspx?pageindex=1) for links to the latest stories, and then share with your team. Remind your staff that their courageous and selfless dedication to our patients amid this crisis makes such recognition possible |
| **TECHNICAL BB** |  | Image result for how you say it quotes**C:\Users\WaltonPe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\4B49D86C.tmp**Related image | * **COMMUNICATION:**

In blood bank you **MUST**document everything! You must use the communication log and the shift report to help you prepare the next shifts.  **After it is documented there is information that must be verbally communicated as well.**For example, a pheresis should we written in detail in the communication log and a quick note on the shift report. The shift report is important information that must be communicated quickly. **You must read the communication log and initial the shift report as soon as you enter blood bank**. The goal is to get the next shift out and to be able to find out EVERYTHING that is going on so that you can run the shift.* The next time I see or hear that someone is labeling verifying before the labels have been placed on the product, it will be subject to performance accountability documentation. **This is a warning.**
* **True mislabeled specimen any questions?- To be completed on Medtraining.**
* **Meetings will be via meeting minutes due to COVID19 and social distancing. As you know please feel free to leave me an email, call me, or text me if you have any questions or concerns.**
* **NO EATING OR DRINKING IN LAB- SIGN OFF ON SA01-003 in medialab by 5/31/20**
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|  |  |  | * **PSN Reports**

**chem 4****cytology 1****cp 2****external 8****heme 2*** **Extra PTO Day due to COVID19- see your supervisor for forms. Please use by 8/31/20**
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| **STAFFING** | **Vacancies** | * **See vacancies at the Quality Corner.**
* **Vacancies for full time staff- Do not offer only comp days**
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| **MEDTRAINING** |  | * **Ergonomics: CH and LL**
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| **QUALITY** | 1. CAP/AABB Inspection & Accreditation
 | * **CAP & AABB Inspection- Opens Dec 2019--March 2020**
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| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies Oct Due: * Dean
* Sue
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| **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
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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** | 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. | New Standard in action: Connecting Heart to Heart- Why are we here? Cleveland Clinic Video |  |
| **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 |  |