EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

July-August 2020

AGENDA \*standing items

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| **CATEGORY** | **TOPIC** | ANNOUNCEMENT / UPDATE | **MINUTES** |
| **ADMINISTRATIVE- HUMAN RESOURCES**  **ADMINISTRATIVE- HUMAN RESOURCES** | **Administrative**  **HR**  **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.*   * **\*Hospital Policy to review with Staff- None to Report** * **\*See Managers Minutes Updates:** * **\*NO EATING IN LAB** * **BB Meeting format & COVID19: see minutes via MTS**   **Questions? Concerns?**   * **Extra PTO Day due to COVID19-Deadline to submit was 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.* * **Managers Minutes**   7/6/20-**Einstein Joins Collective to Combat Racism, Inequality and Discrimination** Einstein has joined 12 other Southeastern Pennsylvania hospitals and health systems in a new collective commitment to combat racism, inequality and discrimination in all its forms. Discuss this news with your team as an important next step in our organization’s efforts to address long overdue needs for societal change. [Read](https://einsteinconnect.einstein.edu/news/?nid=824&sid=1)  7/13/20**-Reminder About Call-Out Process** As a reminder, Einstein is asking employees to complete a survey when they call out from work, so we can understand call-out trends related to COVID-19, identify areas of staffing shortages, and make quick decisions about reassignment of staff. [Read More](https://einsteinconnect.einstein.edu/?id=748&sid=1)  **7/20/20-Potential Second Round of Funding from HHS** The U.S. Department of Health and Human Services (HHS) has announced it will distribute a second round of funding to hospitals in high-impact COVID-19 areas. As soon as we fully understand what this may mean for Einstein Healthcare Network, we will provide additional communications.    **7/20/20-Important Notice about Hand Sanitizers** Make sure your team members are aware that the U.S. Food and Drug Administration has received increasing reports of alcohol hand sanitizers that are labeled to contain ethanol as being contaminated with methanol. Methanol, or wood alcohol, is not an acceptable active ingredient for hand sanitizers and must not be used because of toxic effects. [Read More](https://einsteinconnect.einstein.edu/?id=826&sid=1)  7/27/20-**Barry Freedman Announces Upcoming Retirement** Last week, after 18 years at Einstein and nearly 50 years in the healthcare field, Barry Freedman informed the Board of Trustees of his intention to retire as President and CEO at the end of the year. While he may be retiring, Barry will continue to work with the Board and leadership on select initiatives for the network. [Listen to the Announcement](https://einsteinconnect.einstein.edu/news/?nid=826&sid=1)  8/4/20-**New Temperature Screening Process for Urban Core Employees** Starting this week, Einstein will begin utilizing a new technology to screen the temperatures of all staff and visitors prior to entering the Einstein Medical Center Philadelphia and Elkins Park facilities. If you have employees in the Urban Core, make sure they are aware of this effort to ensure a safe environment for our patients and staff. [Read More](https://einsteinconnect.einstein.edu/?id=830&sid=1)  8/10/20-**Updated Merit Increase Information** Leaders recently received a memo detailing specific eligibility requirements for the upcoming salary increase. [This memorandum](https://einsteinconnect.einstein.edu/upload/docs/Managers%20Minute/2020/081020/Revised%20Merit%20Increase%202020%20HR%20Memo%20to%20Leaders%2008042020.pdf) provides a further update for those employees who are at the top of the salary range. The bonus amount for those employees who received a "Meets Requirements" rating has been increased to match the bonus amount of those employees who received an "Outstanding" rating.  8/17/20-**Support Employees Through Back-to-School Challenges** If you have employees with school-age children, be sure to have a discussion with them about any back-to-school challenges they may be facing because of the COVID-19 pandemic. Remind your staff that Einstein is making a proactive effort to provide employees with resources intended to alleviate as much of this burden as possible. These resources are available on the [Back to School Resources page](https://einsteinlivewell.com/programs/back-to-school-resources/) at EinsteinLiveWell.com, which will be updated as additional materials become available.  8/31/20-**Back-to-School Safety FAQ** Many school districts throughout our region have begun the new school year. Remind your staff that resources are available on the [Back to School Resources page](https://einsteinlivewell.com/programs/back-to-school-resources/) at EinsteinLiveWell.com, which are intended to alleviate back-to-school challenges as much as possible.  **9/8/20 Helping Staff with Back-to-School Challenges** The new school year has begun, and many employees are facing a variety of challenges as children return to in-person or virtual classrooms. Remind your staff that resources are available on the [Back to School Resources page](https://einsteinlivewell.com/programs/back-to-school-resources/) at EinsteinLiveWell.com, which are intended to alleviate back-to-school challenges as much as possible. |
| **TECHNICAL BB** |  | Image result for how you say it quotes | * 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** |
| **PSN REVIEW: July-August 2020** |  | * **None to report for Blood Bank** | * August PSNs:   External-Mislabel=1  Heme 1  Chem 2  Central Processing 0  External-BB 0  Microbiology 3  External 5  External-No Label 0  Histology 0  Blood bank 1 |
| **STAFFING** | **Vacancies** | * **See vacancies at the Quality Corner.** * **Vacancies for full time staff- Do not offer only comp days** |  |
| **MEDTRAINING** |  | * **Ergonomics** |  |
| **QUALITY** | 1. CAP/AABB Inspection & Accreditation | * **CAP & AABB Inspection- Opens Dec 2021--March 2022** |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency | Competencies Sept Due:   * Thuy 2nd 6mth * Lisa Lu * Mary * Theresa * Nitin |  |
| **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** |  | **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: |  |
| **EMPLOYEE RECOGNITION** |  | **NA** |  |
| **ATTENDANCE** | GUIDELINES | * **Attendance guidelines**   Each supervisor/QA manager/Lead technologist will be closely and consistently monitoring all employee’s 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 |  |