EINSTEIN MEDICAL CENTER-Blood Bank

subject: BLOOD BANK

Dec 1, 2020

AGENDA \*standing items

|  |  |  |  |
| --- | --- | --- | --- |
| **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** Meetings will be via MTS 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.
* **Blood Bank Errors**
* **Questions? Concerns?**
 | **Blood Bank Errors****If a certain product is selected on the yellow slip and you issue a different product this is an FDA reportable error.****Remember: whenever an error is made, I need an occurrence report. I need to know about all errors made.****Managers Minutes Updates:****September 14, 2020** **Flu Shot Reminder**To be considered flu vaccine compliant, all employees must enter their flu vaccine information in HR-Info by **Monday, November 2, 2020**. Details about Einstein’s mandatory flu vaccination policy, dates and locations for the LiveWell On-site Flu Shot Clinics, and more can be found in the [Flu Information Center](https://einsteinconnect.einstein.edu/?id=328&sid=1) on EinsteinConnect. **September 28, 2020**  **Erica Harris, MD, Featured in Documentary Film**Dr. Harris, Medical Director of the Trauma Intervention Program at Einstein Healthcare Network, is the subject of a recently released documentary that examines the COVID-19 pandemic from the perspective of an emergency room physician. Encourage your team members to watch this moving film, featuring one of their colleagues exploring the shared experience of Einstein’s COVID-19 response. [Watch Now](https://oc87recoverydiaries.org/er-doctor/)  **October 5, 2020** **Einstein Jefferson Merger Update**The [latest update](https://einsteinconnect.einstein.edu/upload/docs/Weekly%20News%20Roundup/100220/Einstein-Jefferson%20Merger%20Update%20093020.pdf) from Barry Freedman, President and CEO of Einstein Healthcare Network, on our proposed merger with Jefferson Health covered our ongoing efforts to defend the challenge to our merger by the Federal Trade Commission and Pennsylvania Attorney General, and addressed a recent article in *The Philadelphia Inquirer* that provided an incomplete report describing potential future plans for a merged entity. Discuss the update with your team and refer questions to [Barry’s Mailbox](https://einsteinconnect.einstein.edu/formbuilder/forms.aspx?formid=85842&sid=1) on EinsteinConnect. **Latest on Diversity, Equity and Inclusion**Be sure staff members are aware of the latest news on Einstein’s efforts to promote diversity, equity and inclusion throughout our network.  ***Einstein Joins Health Systems to Declare: It is Undeniable, Racism is a Public Health Crisis***Einstein Healthcare Network, along with 38 other health systems in 45 states and Washington, D.C., are committed to addressing racism and the public health disparities caused by racism. This group are members of the Healthcare Anchor Network, a national collaboration of leading healthcare systems, which published the [Racism is a Public Health Crisis](https://www.einstein.edu/upload/docs/Healthcare%20Anchor%20Network_RacismPublicHealthCrisisStatement_FINAL.pdf) document. [Read More](https://www.einstein.edu/news/?nid=751)  |
| **TECHNICAL BB** |  | Image result for how you say it quotes | **October 12, 2020**  **Einstein Named Leader in LGBTQ Healthcare Equality by Human Rights Campaign Foundation**The Human Rights Campaign Foundation is the educational arm of America’s largest civil rights organization working to achieve equality for lesbian, gay, bisexual, transgender and queer people. Discuss with your staff how this designation affirms our continued [commitment to providing equal and respectful treatment](https://einsteinconnect.einstein.edu/dei) for everyone who comes to Einstein for care and our commitment to valuing the differences among our patients, visitors and employees. **October 19, 2020***.***New DEI Learning Opportunities Now Available**To support Einstein’s ongoing efforts to promote diversity, equity and inclusion, Organization and Staff Development (OSD) has created new diversity learning opportunities. One of the goals of diversity learning in the workplace is to raise awareness of the value of collaborating with people of different cultures, races, genders, ethnicities, beliefs, experiences and ideas. Encourage your team members to sign up for one of these new learning sessions, which enable employees to understand how concepts such as racism and workplace sensitivity apply in real world situations and how they affect others. [Read More](https://einsteinconnect.einstein.edu/upload/docs/Managers%20Minute/2020/101920/OSD%20Intersections%20Dialogues%20for%20DEI.pdf)  **Dr. Merle Carter Honored with Women of Distinction Award**Dr. Carter, Vice Chair of Emergency Medicine for Einstein Healthcare Network, has been honored with a Women of Distinction award by the *Philadelphia Business Journal*. Share the news of this impressive recognition with your team, which serves as a point of pride for all Einstein employees. [Read More](https://www.einstein.edu/news/?nid=764)  **COVID Alert PA App Now Available**The Pennsylvania Department of Health, along with Apple and Google, recently launched COVID Alert PA, a new COVID-19 exposure notification mobile app. Make sure your employees know that the app is now available to download for free at the Apple App Store and Google Play Store. [Read More](https://einsteinconnect.einstein.edu/?id=860&sid=1) **October 26, 2020****Voting Resources Page on EinsteinConnect**Make sure your team members have seen these [helpful resources](https://einsteinconnect.einstein.edu/?id=863&sid=1) on how to safely vote in the upcoming election. Bringing awareness to voter education and access is a critical element of Einstein’s commitment to the community and is a big part our ongoing effort to have a positive effect on social determinants of health.  **Expansion of Cultural Diversity Special Interest Group**MossRehab's Cultural Diversity Special Interest Group is expanding to the entire Einstein network. This group aims to promote cultural education and awareness to address health disparities, to be an interdepartmental resource for Einstein employees, and to increase participation of race and ethnic minorities in health profession careers. Encourage your team members to learn more during the group’s first virtual meeting, to be held tomorrow, October 27 at 12:15 p.m. via Zoom. [Read More](https://einsteinconnect.einstein.edu/?id=862&sid=1)  **November 9, 2020** **Employee Engagement Survey Kicks Off November 16**Einstein’s annual Employee and Provider Engagement Surveys will be conducted from November 16 through December 7. The Employee Engagement Survey is a critical tool in our ongoing efforts to improve Einstein, and we need the support of every leader to help ensure we receive valuable feedback from our employees. - You should have received an**Employee and Culture of Safety survey.** Please take the time and complete it. Your input is important!**Reminder About Safe COVID-19 Practices**Remind your team members that all Einstein employees are expected to strictly follow COVID-19 health safety protocols—whether at work or out in our communities. Managers are expected to work with staff who do not adhere to safety protocols and promptly address non-compliance. If you have questions about your role in holding others accountable, or what you should do if team members report non-compliance to you, please immediately contact your Human Resources Service Specialist. [Read More](https://einsteinconnect.einstein.edu/?id=871&sid=1) **November 23, 2020** **Remaining Vigilant in Our Efforts to Contain COVID-19**As COVID-19 case numbers continue to rise throughout our network, be sure to regularly check the [COVID-19 Information and Resources page](https://einsteinconnect.einstein.edu/coronavirus) on Einstein Connect for the latest updates and guidelines. Also be sure that your employees are up-to-date on the latest COVID-19 news as well.  As our region experiences a new surge in virus cases, and our facilities again face the risk of reaching capacity, it is critically important that we do not become complacent in our COVID-19 mitigation efforts. All Einstein employees must continue to strictly adhere to all [recommended COVID-19 health safety guidelines and protocols](https://einsteinconnect.einstein.edu/?id=893&sid=1). **November 30, 2020** **Vaccine Task Force Resource Center Now Live**Make sure your employees are up-to-date with the latest news and information from the Einstein Healthcare Network COVID-19 Vaccine Task Force by visiting the [Vaccine Task Force Resource Center](https://einsteinconnect.einstein.edu/vaccine) on Einstein Connect. The page includes answers to frequently asked questions and will be updated in the coming weeks with information related to the current COVID-19 vaccine candidates as well as the planned process for vaccine distribution here at Einstein.   * **NO EATING OR DRINKING IN LAB**
 |
| **PSN REVIEW: July-August 2020** |  | * **None to report for Blood Bank**
 |  * Nov PSNs:

External-Mislabel=1Heme 1Chem 2Central Processing 0External-BB 0Microbiology 3External 5External-No Label 0Histology 0Blood bank 1  |
| **STAFFING** | **Vacancies** | * **See vacancies at the Quality Corner.**
* **Vacancies for full time staff- Do not offer only comp days**
 |  |
| **MEDTRAINING** |  | * **Ergonomics- Nothing to report**
 |  |
|  **QUALITY** | 1. CAP/AABB Inspection & Accreditation
 | * **CAP & AABB Inspection- Opens Dec 2021--March 2022**
 |  |
| **EMPLOYEE ISSUES/ Competency** | 1. EMCP-employees due for competency
 | Competencies Nov-Dec Due: * Dean To
* Linnette
 |   |
| **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. | **NA** |  |
| **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 |  |