**Blood Bank Staff Meeting 9.26.24**

1. **FDA reportable event/ IQEs/OnPoints:**
	1. **FDA reportable event:**
		1. A unit of thawed plasma issued for transfusion was relabeled with an incorrect product code post modification.
			1. When modifying one of the two frozen plasma containers, the tech manually selected the product code instead of scanning which resulted in the selection and modification of the wrong product code. The incorrect label was placed on the unit and was transfused to the patient before the error was discovered.
	2. **IQEs:**
		1. MediaLab IQE is back! The administration has decided to go back to using IQEs for any internal occurrences.
		2. Effective today, IQEs will be used to report internal occurrences.
	3. **OnPoint:**
		1. Internal Occurrences: **2**
			1. **Improper Documentation:**
				1. BB did not make a call to L&D requesting a confirmatory specimen.
				2. No way to verify that the call was made as no information is documented in PPI.
				3. Per policy, a call must be made to L&D, ED, OR, and Trauma when a confirmatory specimen is needed, regardless of the current blood order. The name of the person notified, and date/time of the notification must be documented in PPI as per policy.
			2. **Delay with issuing blood product:**
				1. Blood was prepared but unsure if the call was made to the floor to notify anyone as the order and PPI had no documentation of who was notified and when.
		2. **External Occurrences**:
			1. Discrepancy Information:
				1. none
			2. BloodTrack:
				1. A unit of RBCs was removed from the HaemoBank when WB was requested by the physician.
				2. Blood removed from the BloodTrack without scanning the product/completing the transaction.
				3. Order not placed for the WB transfused in Trauma Bay.
			3. Product wasted by the floor: Total 2
2. **MyJeffHub Mandatory Training:**
	1. Courses are due on 9/30 and 10/14. Please complete them if you have not yet completed them.
3. **Use of personal electronic devices:**
	1. Please review and sign off on policy AD03-004 ***Use of Personal Electronic Devices.***
4. **Campus Currency Transition:**
	1. Effective Monday, December 16, 2024, EMCP will transition from the QuickCharge payment system to Jefferson’s Campus Currency. Campus Currency will allow employees to pay for purchases at the cafeteria, mobile vending sites, and pharmacy.
		1. 12/6/24 - Last day to use QuickCharge
		2. 12/16/24 - First day to use Campus Currency
	2. Employees can fund the account through payroll deduction or via the Campus Currency App, using a credit card. Campus Currency is linked to the Jefferson Photo ID Badge.
	3. Sales Tax-
		1. EMCP Philadelphia Cafeteria will charge 8% sales tax; EMC-EP will charge 6%.
5. **Open Position:**
	1. 1 FT Dayshift:
		1. Not yet been posted. Waiting for final steps from HR.
	2. Congratulations to Nitin!
		1. Retired on 9/16/24
		2. Accepted our dayshift per-diem position
6. **FMLA Process:**
	1. Employees will file a claim with Lincoln Financial for any FMLA leave requests (intermediate/Continuous).
	2. Employees will submit/upload all requested documents on the Lincoln Financial website.
	3. The employee will receive an email of approval or denial.
	4. Before returning to work, the employee must complete the process on the Lincoln Financial website. Once completed, the employee may return to work.
	5. Pay:
		1. Sick hours: 60%
		2. PTO: 40%
		3. You do not have the option to get unpaid if you have hours in your PTO bank.
		4. Employees have the choice to reserve up to 40 hours of PTO. More than 40 hours cannot be reserved when on FMLA.