Evening Shift Staff Meeting

September 23, 2014

Present: Kathy Stanley, Jennifer Harris, Linda Althardt

* Blood Bank
	+ Was brought to Brenna about Neo only downloading ABO/Rh. Believes specimen receiving issue. If any further problems, see Brenna or Jennifer
* Core Lab
	+ Discussion needs to be had at next meeting regarding job responsibilities on evenings for processing/Centaur and Cobas person. Should Cobas do Centaur too?
	+ Discussed specimens that come and sit because not registered.
		- Solution, for now, is bin in send outs.
	+ Requested that Sandy call with ETA if running late so eve can plan lunches.
		- Kathy to follow up.
	+ If registration is open, specimens should be dropped there and registration should bring back. Let registration know that if they are too busy to bring back, they can all back and have someone come out to get it.
* General
	+ Jan G. would like feed back on the impact if Histo discontinues taking call.
		- Discussion-would like a chart that lets processing/tech know when to add formalin, which req to fill out, etc.
* People
	+ Full-time tech position
		- Jim B is moving to full time eve/nights
		- This will open up a PT or FT position
	+ Jan G is working on the weekend schedule for next year.
	+ Micro supervisor
		- Still interviewing
	+ Histo Lead tech
		- Still interviewing
	+ PT Histo tech
		- Newly open
	+ 4 Phlebotomy positions
		- 2 have been hired. Started 9/22.
		- 2 positions still open. Will hire for off-sites
* Financial
	+ Hospital is meeting its financial goals, need to improve HCCAP scores to get bonus
	+ Lab will be getting merit increases this year.
	+ Self evaluations will be released **9/25/14** for MANDATORY completion. Must be completed by Oct. 10th.
	+ Evaluations will be completed with supervisor between Nov. 7-Nov. 24.
	+ East hospital is getting a new roof 9/25/2014

Respectfully submitted,

Jennifer L. Harris, MT(ASCP)SBBCM

Blood Bank Supervisor

Evening/Night Shift Supervisor