Blood Bank Meeting Minutes

November 20, 2014

Present: Jim Beverly, Jennifer Harris, Kathy Stanley, Linda Althardt, Nicole Settle

* Old Business
  + General
    - Charge tech duties were forwarded to Jan. We will review. Please forward any additional ideas to Jan or myself.
    - Clarify clocking out procedure-Is it ok to leave a minute or two early? Answer: Yes. The problem comes when people are getting ready to leave and leaving their station to walk around, collect stuff, talk with others, etc. before clocking out, or when someone is clocking out at 10:37 to make sure that they get paid the extra 15 minutes.
  + Blood Bank
    - Antigen typing-There is no procedure. I sent a memo out to everyone via MTS. Please make sure that you sign off.
    - Reminder-If you perform workup on a patient with and antibody who is pre-testing, make sure to put a note in the incomplete file for 1-2 days, if possible, before the procedure to find antigen negative units.
    - Reminder-Please make sure that you are cleaning up the racks before you put them away.
    - The refrigerator has been moved to the other side of the lab and 220V plug is being put in in order to move the freezer next to the plasma thawer.
    - Clarify labeling of the Mcare label on cord bloods. The cord blood should have the pink sticker with the handwritten information on it. Don't cover that up with the accession label. Put your initials and the initials of the person who drew the specimen on the accession label and put it on the tube making sure not to cover up the pink portion of the label.
  + Chemistry
    - Weekly Chem maintenance on weekends(follow-up)- Not seeming to be an ongoing problem, but if it is left, please notify Evan.
  + Hematology
    - Nothing

* People
  + Due to the insurance changes taking affect next year, management has decided to divide up the open part-time position among those techs who need the extra hours to keep their medical benefits. Those five people will be picking up extra weekends in order to cover the holes in the schedule as a result.
  + Histo Lead tech
    - Still interviewing
  + Phlebotomy position
    - 1 position still open.

* Financial
  + Raises will be effective starting on 11/21/14 paycheck. This will be retroactive back to 10/1. The lump sum of this retroactive pay will be included on a check between now and the end of the year.

* New Business
  + We are trying out a new Fetal Hemoglobin Kit by Simmler. More information to come. It was discussed that perhaps it wasn't the kit that techs don't like, but instead the way that the controls stain with the kit.
  + Make sure you cast your vote for the holiday food.
  + ERTs calling for help with difficult draws. Need to ask for a copy to make sure that they are heard. They are calling the department when they have 8-10 patients.
  + Can phlebotomy come help with processing when not busy?

Respectfully submitted,

Jennifer L. Harris, MT(ASCP)SBBCM

Blood Bank Supervisor