Night Shift meeting minutes

December 18, 2014

Present: Thelma Thurnau, Jennifer Harris, Jim Beverly

* Old Business
	+ General
		- Nights was supposed to be given the schedule to review before being finalized. Thelma reported that they never received it to look it over. Will follow up with Jan G. for next meeting.

* Departmental Business
	+ Blood Bank
		- The new fetal hemoglobin kit should be being used in parallel with the old kit. Please start doing these so that we can evaluate this and change if we want.
		- Factors are GONE! Yeah!!! Pharmacy will be picking up the factors and we will no longer have them to deal with in the BB. I will put out an official notice when it happens for sure.
		- AABB/CAP inspection-We didn't receive any deficiencies on our AABB inspection, but we did get one on the CAP inspection. It was on a standard that went into effect April 2014 that says we need to correlate between methods of testing. A new procedure and form have been developed and the reading was assigned in MTS. Please read and sign off there. The only real change is that the same sample is run in three different methods and we keep track of it on this form.
		- We have run out of the manufactured fetal hemoglobin controls. Please use the ones that I created and froze on slides in the freezer in the box marked, "Created". These slides are already fixed so you just need to go from step 7 with the control slides. The patient slides will still need to go through all steps.
		- Shiloh lab-We need to start looking at our processes and thinking about how we can make the BB processes work with less printed paper. There will only be one printer in the new lab. I am only really concerned with GTS and ABO/Rh orders printing. Transfusion orders, orders for delivery and transfusion forms shouldn't be a problem. Right now we are just thinking….
		- It was suggested that we do ABO confirmations on all L&D patients who need it. I agree, so effective immediately, we will begin performing ABO confirmations on all patients who are in ED and we know are pregnant and anyone on L&D floor.
		- It was suggested that there be a comment added to a GTS so that the floor would know that blood is ready, not ready, or that we will call when it is ready. I am talking about this with Melissa and I will get back to the group next month.
	+ Chemistry
		- Carmella has done some of the training and is available for questions on the maintenance.
			* Some on nights feel very strongly that they don't have the teamwork nor the support on their shift to complete all of the maintenance for the instruments.
			* Progress and problems should be reported to Evan, Kathy and myself in order to follow up on and re-assess the work flow and decisions about maintenance on the instruments.
			* Teamwork is part of the core standards of Belleville Memorial employees and is part of everyone's job and responsibilities. Problems following this standard should be brought to Kathy, Evan or myself.
		- Phlebotomists will be trained to help cover processing when they are not drawing. The training checklists are put together and they are ready for training. See Evan for next steps.
	+ Hematology
		- Nothing

* People
	+ Histo Lead tech
		- Still interviewing
	+ Phlebotomy position
		- 1 position still open.

* Financial
	+ None

* New Business
	+ Donna's Retirement party is on 12/30 in the conference room.
	+ Medical Necessity-This has not impacted BB, but Kathy is looking into how it works and what we will need to do in other areas for add ons.
	+ Nicole will finish Micro training in the weeks following Christmas and then Jim will be trained in Micro in January.
	+ Brandon will begin charge tech training in January as well.

Respectfully submitted,

Jennifer L. Harris, MT(ASCP)SBBCM

Blood Bank Supervisor