February Meeting Minutes

BB, Eve, Nights

Day shift-Glenda Martiszus, Melissa Huschle, Joyce Kneipmann, Kay Schanuel, Bruce Reese, Chris Zalocusky,

Evening shift-Linda Althardt, Jan Henry, Lindsay Powell, Lindsey Schmidt,

Night shift-Thelma Thurnau, John Matthews, Nicole Settle, Kathy Stanley

* Old Business
	+ Blood Bank
		- (Tabled for now) 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….
		- (Still investigating) 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.
		- (Tabled for now) MTP protocol-this was discussed with the day and evening shift, but it is on indefinite hiatus as I wait for doctors to make decisions before moving forward any more.
		- (Still investigating) Is it possible to put the requests for blood on the tracking list? (Evenings asked) Follow up next month if possible.

* Hematology
	+ None

* Chemistry
	+ (Still investigating) 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.

* Micro
	+ None

* General-All
	+ (Still investigating) Medical Necessity-This has not impacted BB, but Kathy is looking into how it
	+ (OPEN) I need a safety committee representative for the blood bank. This can be a person on any shift. The committee meets quarterly around 1330 in the afternoon. Please let me know if you can do this.
	+ (OPEN) I need everyone's personal goal by 2/2/15. There are still a few who haven't given me theirs

* General Evenings
	+ (Still investigating) Can phlebotomy come help with processing when not busy?
		- Followup-Please let Kathy know if phlebs are not coming back to work in processing on nights. For evening, let Kathy know if they are still not answering the phones

* General Nights
	+ None

* New Business
	+ Blood Bank
		- Saline bottle changes would like to be moved to just monthly.
			* This has been completed and moved to the monthly maintenance forms.
			* The daily tasks form has been condensed so that a whole week is on one sheet.
		- OPS/ATC are faxing orders and having problems with the accuracy of orders entered. I am having a meeting with them.
			* I did meet with them and it was decided that the blood bank will receive faxes for all outpatient blood orders.
			* These faxes will be put into the blood order book.
			* The faxes should have it written somewhere on it when the transfusion is to take place.
			* Sometimes it will not have a M# and you will have to wait until the person gets their T&S drawn before you can look up the history.
			* ATC will continue to order the GTS and draw it, but BB will order the blood products in Mcare.
			* OPS will continue to order any same day patients' blood if they are being tested and transfused on the same day.
			* Day shift will take care of ordering blood products in Mcare.
			* Evening and Night shift should only evaluate if special products need to be ordered from the blood center
		- We have new temperature indicators. With this, the QC of incoming reagents has ceased. Please read procedures and sign off in MTS.

* Hematology
	+ None

* Chemistry
	+ Nights will begin all maintenance on Cobas' on 2/22. Days will do maintenance on 2/21.

* Micro
	+ Radiology doesn't know what they are doing with body fluid specimens
		- Can the ordering physician order in Meditech?
			* Answer: Yes, there should be an order in Meditech for any Micro on the specimen you may just have to look for it even if Radiology says that there is not.
			* If there are any missed tests and you receive a call from a doctor about it, send a message to Kathy B to follow up with doctor and process.

* General All
	+ Callbacks on discharged patients. Who do we call?
		- Answer: The ordering physician has the LEGAL responsibility to take the results. If he says he didn't order it, call HIM and find out who is documented as the ordering physician in the chart.
	+ Nights reported that they have had some specimens that after being collected couldn't be received into Meditech.
		- If this happens to you, either look through the activity log for a reason or make sure to bring it to the attention of one of the Mcare people or Kathy S.

* General Evenings
	+ Evenings has fielded the question about changing the holiday rotation so that it is rotated more like the night shift. Survey sent out to get a consensus on what the majority of the shift would like to do regarding this.
	+ Need help with Dr. Neil McClymont
		- Ordering multiple add ons way after original order.
		- Very stressful to complete
		- Time consuming and possibility for mistakes rises.

* General Nights
	+ None

* People
	+ Histo Lead tech
		- Still interviewing
	+ Phlebotomy position
		- Position filled
	+ 2 FT positions open
		- One has been offered to Bill Adams
		- Other open

* Financial
	+ None

Respectfully submitted,

Jennifer L. Harris, MT(ASCP)SBBCM

Blood Bank Supervisor