**July Blood Bank, Evening and Night shift Meeting Minutes**

7/29/15 Day shift- Glenda Martiszus, Joyce Kniepmann, Jennifer Harris, Anita Konieczny, Kathy Stanley, Kay Schanuel, Chris Battaglia, Melissa Huschle

7/29/15 Evening shift-Jan Henry, Jennifer Harris, Kathy Brown, Chris Battaglia, Dianne Iberg

7/29/15 Night shift-Thelma Thurnau, John Matthews, Jennifer Harris

* **Old Business**
  + **Blood Bank**
    - UPDATE- MTP procedure is still not in effect. Nursing has finished their procedure but I am unsure about their training. I will notify everyone when it is really in effect.
    - (OPEN)-It was suggested that we should look at the steps for the RhoGam workup on the computer side and see if we can cut that down or make it more streamlined. Melissa is looking at this and I am talking with the Pathologists about this as well.

* **Hematology**
  + None

* **Chemistry**
  + None
* **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.

* **General Evenings**
  + (Still investigating) 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

* **New Business**
  + **Blood Bank**
    - We are changing the retention of the segments. Currently, the process is to take a segment and put it in a tube behind the unit. We are now moving to taking the segment off at the time we receive the unit, attaching a WBN label from the back of the bag to the segment, and then placing them in a labeled bags that will be kept in the top of the reagent refrigerator for a week. We will begin this Aug. 1st. The first bag will be labeled with "Aug. 1-7". On the day shift on Aug. 8, that person will take the filled bag of segments and place in the labeled tote in the walk-in refrigerator. They will label a new bag with "Aug. 8-14" and place it in the top of the reagent refrigerator. On October 3rd, we will discard the first bag from August 1. After that, we will discard the oldest bag on Saturday when we put the new bag in the walk-in.
    - The Helmer plasma thawer does not automatically turn back on after a power outage. Please turn it back on if you experience a power outage.
    - PLEASE REMEMBER TO RESTOCK YOUR WORKSTATION WHEN YOU SHIFT IS COMPLETE.
    - With all of the training currently going on, I have moved people's positions around on the schedule. Do not be concerned. I'm just trying to keep either Kay or Glenda in the blood bank each day to train.

* **Hematology**
  + None

* **Chemistry**
  + None

* **Micro**
  + Dianne I. will be training the "m"s to do the CTNG. Please see her for checklist and training.
  + **Please follow procedures!!**
    - 2 CTNG specimens were received which had too much urine. 1 was run with a very creative comment that is not outlined or mentioned anywhere in a procedure. The other was rejected. Please reject unacceptable specimens and recollect. See Kathy B for any further clarification.
    - Vag. Path CAP survey failure due to not following procedure and reporting results. Accidents happen. Things break and things are incubated too long. Do NOT report results that do not follow standards of quality and procedures. A new specimen can be obtained and a new CAP survey can be gotten.

* **General All**
  + MHE
    - Hiring for MHE is waiting on the hiring of a manager for that site. Interviews have commenced and once that decision is made, then techs can be hired and decisions made regarding staffing, hours, etc.
    - We can share staff between the two sites. For more information, see Kathy S.
    - Most procedures will most likely be the same or very similar between the two sites, but the new manager will have decision power at MHE. Supervisors here will only be consultants so things may be different or the same between the two locations in the future as to how the departments are run.
    - After the techs are hired, we will be hiring lab processors. There will be a lab processor at MHE 12hr/day/7days a week.

* **General Evenings**
  + Preferred scheduling-
    - Rita had some concerns about the flow of the scheduling.
      * There is inequity in the openings left in any given week that must be filled by day shift. Evenings needs to even out the number of openings to be filled over a week. For example, if there are no openings on Monday, there can not be a day that week that has more then one opening on any given day. There can not be one day that needs three people and then another that doesn't need any. This is too hard to fill with the day shift.
      * Rita will adjust what she needs to after the schedule is given back to her from the evening shift. She will then let everyone see it for 24-48 hours to give her any feedback. After that time, she will post. Any problems that need to be fixed in that 24-48 hours period will be the responsibility of the shift/tech involved, unless Rita made the mistake.
    - This is a work in progress to hopefully this will be helpful to Rita as well as the shift.
    - Any further questions can go to Jan, Rita or myself.

* **General Nights**
  + Have had several calls from floors and the house supervisor about why we are not answering our phones.
    - Nights was told that the operator was given a different number to call on nights then during the day and evening shift.
    - Kathy S will check with the floors as to what number they are calling.
    - The operators were told that they are supposed to call 6500 all the time.
    - All of the transfers from 6500 and other numbers do work, so that is not the issue.
    - More to come.

Sincerely,

Jennifer Harris, MT(ASCP)SBBCM

Blood Bank Supervisor

Evening and Night Shift Supervisor