

## October Blood Bank, Evening and Night shift Meeting Minutes

10/20/15 Day shift- Jennifer Harris, Anita Konieczny, Kay Schanuel, Brenna Cardin, Joyce Kniepmann, Chris Zalocusky, Kristie Mills, Eric Hanvey, Bruce Reese, Leslie Miller, Kathy Stanley

10/20/15 Evening shift- Jennifer Harris, Kathy Brown, Alyssa Weygandt, Lindsay Powell, Linda Althardt, Paul Crawford, Nicole Settle

10/15/15 Night shift- John Matthews, Jennifer Harris, Kathy Brown, Thelma Thurnau, Leslie Miller, Paul Crawford

- **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.
    - **(CLOSED)** We have had several problems with the Echo QC working.
    - **(CLOSED)** For Days and Evenings, when we get an OPS order faxed, we first need to check if we have a current sample on that patient. If we do, then order the units in Meditech and put the order in the book. If we don't, then put the order in the black stand up file where we normally put the path reviews waiting for return. When we do get the patient's sample, make sure that you order the units on the patient's order and RECEIVE the blood order.
    - **REMINDER-** Please make sure that you are receiving blood orders when you get the patient's sample. It is a real pain to have to go back and look all of that information up when you are ready to issue the unit when it could have been done at the time of receipt when all of the info was at your fingertips.
    - **REMINDER-** When nursing comes to pick up a unit from the blood bank, a patient sticker, facesheet or some other means of identification need to be brought with them. IT CAN NOT BE HANDWRITTEN. This needs to be brought EVERY time. No exceptions.

- Hematology

- None

- Chemistry

- None

- Micro

- **(CLOSED)** Dianne I. will be training the "m"s to do the CTNG.

- General-All
  - (Still investigating) Medical Necessity-This has not impacted BB, but Kathy is looking into how it
  - UPDATE- Hiring for MHE
    - Anita K and Joyce K from the day shift are going to MHE and Memorial
    - Dianne I is moving from Memorial to MHE
    - Kristie M. will be going to MHE as well for the evening shift.
    - The current plan is to decrease staffing by 1 on both the day and evening shift once the volume goes down at Memorial.
    - Eric Hanvey is the manager for MHE.
  
- General Evenings
  - 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.
  - (OPEN)-The division of sendouts and "m" duties is being discussed. It appears that several people feel that the work is not being shared.
    - It was discussed at the September meeting that the Micro kit tests will be brought out to the lab processing bench and the Micro tracking monitor will be brought up on the extra monitor there.
    - One of the Heme techs will be assigned every night to bring out the kit tests and to be the one that goes around and checks on others when they don't have any immediate work.
    - UPDATE- This is apparently NOT happening. People need to be proactive in helping each other and asking for help.
  - (OPEN)-If you have nothing to do, please go around and help others! This "karma" will come back to you and help you out when you need it.
    - Ex. If you only work Heme and Chem is drowning, then go help the LP so that they can go help Chem.
    - I truly believe that you are all awesome techs and that you just don't realize that others need help.
    - Those who need help also need to speak up. I know its hard to stop what you are doing and ask for help, but sometimes, no one knows that you are drowning until you say something.
    - EVERYONE IS RESPONSIBLE FOR DOING LAB PROCESSING AND MICRO KIT TESTS UNLESS YOU HAVE NOT BEEN TRAINED, EVER.
  
- General Nights
  - None

- **New Business**

- Blood Bank

- New competency procedure
      - There are direct observation forms available on the I drive which everyone should have received an email about.
      - The 2016 competency forms are all located on MTS.
      - Proficiency/unknowns will be provided and assigned by me throughout the year.
      - All problem solving will be on the test
    - CAP and unknowns
      - If you are late turning in your CAP testing or unknown, it will be reflected on your evaluation for the year by dropping you one grade per specimen, so please be on time with getting your results to me.
    - Because we will be moving to Cerner, the electronic crossmatch will not be built in MCARE for the NEO/Echo XM.
      - We will need to decide which we would rather do going forward when crossmatching samples.
      - Crossmatches will have to be done in the same method that everything was ruled out in.
      - There are three options that we can do.
      - A survey outlining the options will be sent out on Monday, 10/26 so that everyone gets a say in what we do until we go to Cerner and this can be built.
    - **REMINDER**-Documentation is #1 in the blood bank. My expectation is that all documentation will be legible, complete and accurate and following cGMP guidelines. Everything should have date, initials, patient information, etc. Emails will be sent out when documentation is lacking.

- Hematology

- When are we getting our new instruments?
      - Answer: Don't know for sure, but it will be around the time that we get the instruments for MHE.

- Chemistry

- **UPDATE**-Lactates and ammonias being separate is a big help. Thank you!!!

- Micro

- Cephid interface is good, not perfect, but good.

- General All

- Affiliation with BJC is in its final stages-
      - Hospital will be getting the EPIC software for their EMR
      - Hospital will be getting Peoplesoft for HR and material management
      - Hospital will be getting Cerner for the lab.

- Flu Shots are due Nov. 1<sup>st</sup>.
  - Health screening is on 10/29-10/30. Please schedule in order to keep your insurance cost low.
  - Health Assessment on CoreSource website is due Nov 30
- General Evenings
    - Please forward the schedule to nights to review before giving back to Rita.
    - Communication is lacking on the shift and when someone needs help, they are not asking and no one is asking if they need help. Everyone needs to realize that everything is their duty and not just the bench that they are assigned.
    - Those trained for “night micro” can do everything except plate things. Utilize them to help if you are drowning. These people are Chris B, Paul C. Leslie M.
  - General Nights
    - Many mistakes were made on the last schedule regarding nights. They ask that the schedule be reviewed by someone on nights before being sent out.
    - Phlebotomy is not assisting on night shift like it was planned when nights took over maintenance.
      - La'Ronda is assessing.

Sincerely,  
 Jennifer Harris, MT(ASCP)SBB<sup>CM</sup>  
 Blood Bank Supervisor  
 Evening and Night Shift Supervisor