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

1/18/16 Day shift- Jennifer Harris, Joyce K., Linda A., Chris B., Eric H., Kay S., Terrie C., Bruce R., Chris Z., Anita K.

1/18/16 Evening shift- Jennifer Harris, Kathy B., Jan H., Paul C., Chris R., Lindsay P., Kathy S.

1/21/16 Night shift- Jennifer Harris, Kylene S., Jan G., Thelma T., Eric H., Kathy S., Kathy B., Doug A., Leslie M.

* **Old Business**
  + Blood Bank
    - OPEN- XM in Blood Bank
      * This is **NOT** in effect until the new procedures come out.
    - (CLOSED)- MTP procedure is in effect.
    - (Still investigating) 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
  + Instruments are slowly arriving.
  + OPEN- Procedures need to be reviewed and clarified in reference to lipemic samples and references to tubes that we don’t have or use anymore.

* Chemistry

* Micro
  + None
* General-All
  + (Still investigating) Medical Necessity-This has not impacted BB, but Kathy is looking into how it

* 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.
  + (CLOSED)- 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.
  + (CLOSED)- 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 it’s 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
  + (CLOSED)- Please forward the schedule to nights to review before giving back to Rita.
  + OPEN- Phlebotomy is not assisting on night shift like it was planned when nights took over maintenance.
* Only a few of the current phlebs on nights are trained to do processing so that is why it seems like they aren’t helping.
* When the new phlebs are hired, they will be trained in processing on days so they will be ready to go when they start on the shift.
* La’Rhonda has stressed to the current phlebs that their help is expected.

* **New Business**
  + Blood Bank
    - Moving Echo
      * Decided to move monitor down.
      * Move Fax machine to island.
    - Infant transfusion procedure
      * Coming
    - Attaching blood requests to transfusion forms
    - Anagrams will all manual workups.
    - Location blood is **going** to
    - Make sure checking product type and division on crossmatch and issue
    - When tube system is down, call the floor to ask when they are coming and issue closer to the time that they are arriving or after they arrive.
    - NO ONE is exempt from using the TAR.

* Hematology

* Chemistry
  + Cobas reagent containers recycled not in red trash

* Micro
  + Have had first pos Flu
  + Have lowered the days for the bottles on the blood culture machine due to not enough room.
    - Looking for new cabinet in Micro.

* General All
  + Affiliation with BJC is in affect -
    - Cerner meetings are starting.
      * If you have any questions, that you want asked at the meetings, please forward to Kathy S.
  + UPDATE- Hiring for MHE
    - Eric Hanvey is the manager for MHE.
    - Day shift-Joyce K, Anita, Linda, Eric
    - Evening shift-Dianne, Joyce M., Kristie, ??
    - Night shift-Doug, John, Robert
    - Talking to tech assistants now.

* General Evenings
  + Weekenders have started working their shifts.

* General Nights
  + No lunch
    - If you have 20 minutes to get away, then do not clock out no lunch.
    - Need to help cover each other more so that people are getting their lunches.
  + Need more BB requisitions for downtime
  + Crystal Brown is becoming overbearing with ordering procedure.
    - Jan G. looking into.
  + Where are the phlebotomists?
    - Talking with Kathy S and La’Ronda

Sincerely,

Jennifer Harris, MT(ASCP)SBBCM

Blood Bank Supervisor

Evening and Night Shift Supervisor